



**HORIZON CITY**

**Incorporated 1988**

**AGENDA  
PUBLIC MEETING  
SPECIAL CITY COUNCIL MEETING  
THE TOWN OF HORIZON CITY, TEXAS  
Tuesday, August 15, 2023, 6:00 PM**

Notice is hereby given that a Special City Council Meeting of the Town of Horizon City, Texas will be held on **Tuesday, August 15, 2023 at 6:00 PM** at City Council Chambers Room, 15001 Darrington Road, Horizon City, TX 79928, at which time the following will be discussed and considered:

**Meeting Recording:**

<https://horizoncity.webex.com/recording-service/sites/horizoncity/recording/playback/c8f2b38a1df5103caf6f8e0eac8c1777>

**Recording Password:** GgACfgf6

1. **Call to order; Pledge of Allegiance; Establishment of Quorum**
2. **Open Forum:**

**CONSENT AGENDA**

*All matters listed under the CONSENT AGENDA are considered routine and will be enacted in one motion. There will be no separate discussion of these items unless a member(s) of the City Council requests one or more items be removed from the CONSENT AGENDA to the REGULAR AGENDA for separate discussion and action prior to the City Council's vote to adopt the CONSENT AGENDA.*

3. **Approval of Minutes from:** **3**

Mayor/City Clerk  
8/8/23 Regular City Council Meeting.

4. **Request to Excuse Absent Council Members:**

5. **Approval of Consent Agenda Items:**

**REGULAR AGENDA**

6. **Discussion and Action:** **9**

Mayor/Chief Vargas  
On approval of the proposed El Paso County 911 District annual operating budget as presented.

7. **Discussion:** **23**

Mayor/Chief Vargas

**1st Reading of Ordinance No. \_\_\_\_\_.** An Ordinance amending Ordinance No. 0288 of the Town of Horizon City, adopting the Municipal Budget for the 2022-2023 Fiscal Year, to allow for the transfer of unexpended funds within the Police Department budget from accounts for dispatch and police department personal and other operational accounts to accounts to allow for the purchase of various items of equipment.

8. **ANNOUNCEMENT:**

Mayor/Finance Director

The Public Hearing on the Proposed FY 2023 - 2024 Budget will be conducted on August 29, 2023 and the Public Hearing on the Proposed Tax Rate will be conducted on September 19, 2023 at 6:00 pm at 15001 Darrington Road. The adoption of the FY 2024 Budget and Tax Rate will be on September 19, 2023.

**9. Discussion and Action:**

Mayor/Finance Director

Announcement of the No-New Revenue Tax Rate and Voter-Approval Tax Rate for FY 2023-2024 and Council action on Proposed FY2023-24 Tax Rate for publication of notice.

**10. Discussion:**

26

Mayor/Finance Director

**1st Reading of Ordinance** \_\_\_\_\_, An Ordinance of the City Council of the Town of Horizon City, Texas, approving the 2023 ad valorem tax rate and levy of assessed valuation of all taxable property within the corporate limits of the city; providing for penalties and interest; and providing for the following: findings of fact; severability; savings clause; publication and effective date.

**11. Discussion:**

30

Mayor/Finance Director

**1st Reading of Ordinance No.** \_\_\_\_\_, An Ordinance of the Town of Horizon City, Texas enacting the municipal budget for fiscal year 2023-2024; funding municipal purposes; authorizing expenditures; providing for repealer and severability clauses.

**12. Discussion and Action:**

36

Mayor/City Clerk

On a Resolution approving revisions to the travel policy for elected officials and employees to include revisions to the per diem rate and trip cancellations and to eliminate unnecessary language.

**13. Executive Session**

The City Council of the Town of Horizon City reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

Adjournment:

Motion to Adjournment: \_\_\_\_\_ 2nd \_\_\_\_\_

Dated this Friday, 8/11/23

By: \_\_\_\_\_  
Elvia Schuller, City Clerk

I, the undersigned authority, hereby certify that the above notice of the Special City Council Meeting of the Town of Horizon City, Texas is a correct copy of this notice, and that I posted this notice at least seventy-two (72) hours preceding the scheduled meeting at the City Hall Bulletin Boards of the Town of Horizon City, Texas on this Friday, 8/11/23 by 5:00 p.m.

Agenda Removed: \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_

In compliance with the Americans with Disabilities Act, the Town of Horizon City will provide for reasonable accommodations for persons attending meetings. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling the City Clerk at (915) 852-1046.

**MINUTES  
AGENDA  
PUBLIC MEETING  
REGULAR CITY COUNCIL MEETING  
THE TOWN OF HORIZON CITY, TEXAS  
Tuesday, August 8, 2023, 6:00 PM**

Notice is hereby given that a Regular City Council Meeting of the Town of Horizon City, Texas was held on **Tuesday, August 8, 2023 at 6:00 PM**, at City Council Chambers Room, 15001 Darrington Road, Horizon City, TX 79928, at which time the following was discussed and considered:

**1. Call to order; Pledge of Allegiance; Establishment of Quorum**

Meeting called to order at 6:00 pm. Alderman Quiroz was absent. Quorum Established.

**2. Open Forum:**

**CONSENT AGENDA**

*All matters listed under the CONSENT AGENDA are considered routine and will be enacted in one motion. There will be no separate discussion of these items unless a member(s) of the City Council requests one or more items be removed from the CONSENT AGENDA to the REGULAR AGENDA for separate discussion and action prior to the City Council's vote to adopt the CONSENT AGENDA.*

**3. Approval of Minutes from:**

Mayor/City Clerk  
8/1/2023 Special City Council Meeting.

**4. Discussion and Action:**

Mayor/CIP Manager  
On an update on the Capital Improvement Program.

**5. Request to Excuse Absent Council Members:**

**6. Approval of Consent Agenda Items:**

A motion was made by Councilman Padilla and seconded by Councilman Miller to excuse Alderman Quiroz's absence and approve the remainder of the consent agenda. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

**REGULAR AGENDA**

**7. Discussion and Action:**

Mayor/Chief Vargas  
On the capital purchase of new body cameras and tasers.

Police Chief, Marco Vargas spoke regarding this item.

A motion was made by Councilman Padilla and seconded by Councilman Mendoza to approve the capital purchase of new body cameras and tasers. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

**8. Discussion and Action:**

Mayor/Chief Vargas

On the purchase of end of FY 23 Police Department purchases.

Police Chief, Marco Vargas spoke regarding this item.

A motion was made by Councilman Mendoza and seconded by Councilman Padilla to approve the purchase of end of FY 23 Police Department purchases as submitted. The CITY CLERK polled the Council: MILLER – Nay; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Nay; URRUTIA – Nay; PADILLA – Aye; MENDOZA – Aye. The vote resulted in a Tie vote. As per City Charter, Mayor may vote in case of a tie vote. Mayor voted Aye. Motion passed.

**9. PUBLIC HEARING:**

Mayor/CIP Manager

On an Ordinance authorizing the issuance of "Town of Horizon City, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2023"; providing for the payment of such certificates of obligation by the levy of an ad valorem tax upon all taxable property within the Town and a limited pledge of the net revenues derived from the operation of the Town's parks; providing the terms and conditions of such certificates and resolving other matters incident and relating to the issuance, payment, security, sale and delivery of such certificates of obligation, including the approval and execution of a Paying Agent/Registrar Agreement, and the approval and distribution of an Official Statement pertaining thereto; and providing an effective date.

CIP Manager, Terry Quezada and Hilltop Securities, Inc. Managing Director/Investment Banker, Maria Fernanda Urbina spoke regarding this item. No one from the public spoke.

**10. Discussion and Action:**

Mayor/CIP Manager

On an Ordinance authorizing the issuance of "Town of Horizon City, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2023"; providing for the payment of such certificates of obligation by the levy of an ad valorem tax upon all taxable property within the Town and a limited pledge of the net revenues derived from the operation of the Town's parks; providing the terms and conditions of such certificates and resolving other matters incident and relating to the issuance, payment, security, sale and delivery of such certificates of obligation, including the approval and execution of a Paying Agent/Registrar Agreement, and the approval and distribution of an Official Statement pertaining thereto; and providing an effective date.

Hilltop Securities, Inc. Managing Director/Investment Banker, Maria Fernanda Urbina spoke regarding this item.

A motion was made by Councilman Miller and seconded by Councilman Mendoza to approve the Ordinance authorizing the issuance of "Town of Horizon City, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2023"; providing for the payment of such certificates of obligation by the levy of an ad valorem tax upon all taxable property within the Town and a limited pledge of the net revenues derived from the operation of the Town's parks; providing the terms and conditions of such certificates and resolving other matters incident and relating to the issuance, payment, security, sale and delivery of such certificates of obligation, including the approval and execution of a Paying Agent/Registrar Agreement, and the approval and distribution of an Official Statement pertaining thereto; and providing an effective date. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Nay; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

**11. Discussion and Action:**

Mayor/Finance Director

On a Resolution authorizing the Mayor to sign an Engagement Letter with Winstead PC to allow the law firm as disclosure counsel in connection with the issuance of the 2023 Certificates of Obligation.

Finance Director, Lily Gaytan spoke regarding this item.

A motion was made by Councilman Miller and seconded by Councilwoman Randleel to approve the Resolution authorizing the Mayor to sign an Engagement Letter with Winstead PC to allow the law firm as disclosure counsel in connection with the issuance of the 2023 Certificates of Obligation. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

12. **Discussion and Action:**

Mayor/Finance Director

On an Engagement Letter with SBNG for auditing services for fiscal year 2023.

Finance Director, Lily Gaytan spoke regarding this item.

A motion was made by Councilman Miller and seconded by Councilwoman Urrutia to approve the Resolution authorizing the Mayor to sign an Engagement Letter with SBNG for auditing services for fiscal year 2023. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

13. **Discussion and Action:**

Mayor/Finance Director

On an update to the proposed FY2024 Property Valuation and Tax Rates.

Finance Director, Lily Gaytan spoke regarding this item.

A motion was made by Councilman Mendoza and seconded by Councilman Padilla to accept the update to the proposed FY2024 Property Valuation and Tax Rates as presented. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

14. **Discussion and Action:**

Mayor/CIP Manager

***This item was deleted at the 6/20/23 Regular City Council Meeting:***

On resolution authorizing the Mayor to sign a design agreement with Huitt Zollars for design of the 2023 Street Resurfacing project.

CIP Manager, Terry Quezada spoke regarding this item.

A motion was made by Councilman Padilla and seconded by Councilman Miller to approve the resolution authorizing the Mayor to sign a design agreement with Huitt Zollars for design of the 2023 Street Resurfacing project. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

15. **Discussion:**

Mayor/Planner

**1st Reading of Ordinance No. \_\_\_\_\_**, An Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning one parcel from R-2 (Single-Family Dwelling) to M-1 (Light Industrial) with conditions; containing approximately 23.8952 acres; Being A Portion of Jacob Kneiber Survey No. 293, El Paso County, Town of Horizon City, Texas; South of Horizon Blvd. and east of Anderpont Dr.; and authorizing the notation of the change on the official zoning map of the town; providing for the following: findings of fact; repealer; severability; and proper notice and hearing.

Planner, Art Rubio spoke regarding this item. No one from the public spoke.

16. **PUBLIC HEARING:**

Mayor/Planner

**2nd Reading of Ordinance No. \_\_\_\_\_**, An Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning four tracts from R-2 (Single-Family Dwelling) to C-2 (Heavy Commercial); containing approximately 5.8326 acres; Being tracts 1, 10-c, 10-d-1 and 12, Section 32, Block 78, Township 3, Texas ad Pacific Railway Company survey, El Paso County, Town of Horizon City, Texas; North of Horizon Blvd. and East Eastlake Blvd.; and authorizing the notation of the change on the official zoning map of the town; providing for the following: findings of fact; repealer; severability; and proper notice and hearing.

Planner, Art Rubio spoke regarding this item. No one from the public spoke.

17. **Discussion and Action:**

Mayor/Planner

**2nd Reading of Ordinance No. \_\_\_\_\_**, An Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning four tracts from R-2 (Single-Family Dwelling) to C-2 (Heavy Commercial); containing approximately 5.8326 acres; Being tracts 1, 10-c, 10-d-1 and 12, Section 32, Block 78, Township 3, Texas ad Pacific Railway Company survey, El Paso County, Town of Horizon City, Texas; North of Horizon Blvd. and East Eastlake Blvd.; and authorizing the notation of the change on the official zoning map of the town; providing for the following: findings of fact; repealer; severability; and proper notice and hearing.

A motion was made by Councilman Padilla and seconded by Councilman Miller to approve the Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning four tracts from R-2 (Single-Family Dwelling) to C-2 (Heavy Commercial); containing approximately 5.8326 acres; Being tracts 1, 10-c, 10-d-1 and 12, Section 32, Block 78, Township 3, Texas ad Pacific Railway Company survey, El Paso County, Town of Horizon City, Texas; North of Horizon Blvd. and East Eastlake Blvd.; and authorizing the notation of the change on the official zoning map of the town. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

*Items #18 and #19 were taken after Item #8.*

18. **PUBLIC HEARING:**

Mayor/Planner

**2nd Reading of Ordinance No. \_\_\_\_\_**, An Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning four tracts from R-PD (Residential-Planned Development) to A-1 (Apartments); containing approximately 17.8630 acres; Being Lot 1, Block 4, Tuscan Village Replat A Subdivision, El Paso County, Town of Horizon City, Texas; South of Eastlake Blvd. and west of Kenazo Ave; and authorizing the notation of the change on the official zoning map of the town; providing for the following: findings of fact; repealer; severability; and proper notice and hearing.

Planner, Art Rubio and Applicant/Developer Yasser Haydar spoke regarding this item. Horizon City residents, Michael & Rita Keagle, Jim & Diana Rodriguez and Christopher Gonzalez spoke regarding concerns and opposition to item.

19. **Discussion and Action:**

Mayor/Planner

**2nd Reading of Ordinance No. \_\_\_\_\_**, An Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning four tracts from R-PD (Residential-Planned Development) to A-1 (Apartments); containing approximately 17.8630 acres; Being Lot 1, Block 4, Tuscan Village Replat A Subdivision, El Paso County, Town of Horizon City, Texas; South of Eastlake Blvd. and west of Kenazo Ave; and authorizing the notation of the change on the official zoning map of the town; providing for the following: findings of fact; repealer; severability; and proper notice and hearing.

A motion was made by Councilman Mendoza and seconded by Councilwoman Urrutia to approve the Ordinance adopting a zoning change within the municipal limits of the Town of Horizon City, Texas; rezoning four tracts from R-PD (Residential-Planned Development) to A-1 (Apartments); containing approximately 17.8630 acres; Being Lot 1, Block 4, Tuscany Village Replat A Subdivision, El Paso County, Town of Horizon City, Texas; South of Eastlake Blvd. and west of Kenazo Ave; and authorizing the notation of the change on the official zoning map of the town. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

20. **PUBLIC HEARING:**

Mayor/Municipal Judge

**2nd Reading of Ordinance** \_\_\_\_\_, An ordinance of the town of Horizon City, Texas repealing Ordinance No. 0038, dated November 13, 2012, and amended on December 9, 2014, establishing a curfew for minors; providing for findings of fact, severability; repealer; effective date, and proper notice & meeting.

Asst. City Attorney, Sylvia Firth spoke regarding this item. No one from the public spoke.

21. **Discussion and Action:**

Mayor/Municipal Judge

**2nd Reading of Ordinance** \_\_\_\_\_, An ordinance of the town of Horizon City, Texas repealing Ordinance No. 0038, dated November 13, 2012, and amended on December 9, 2014, establishing a curfew for minors; providing for findings of fact, severability; repealer; effective date, and proper notice & meeting.

A motion was made by Councilman Mendoza and seconded by Councilman Miller to approve the ordinance of the town of Horizon City, Texas repealing Ordinance No. 0038, dated November 13, 2012, and amended on December 9, 2014, establishing a curfew for minors. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed.

A motion was made by Councilman Miller and seconded by Councilman Mendoza to adjourn into Executive Session. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Aye. Motion passed

***The Mayor and City Council adjourned the Open Session for Executive Session at 8:19 PM.***

22. **Executive Session**

The City Council of the Town of Horizon City reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

22A. Receive legal advice and discuss potential acquisitions of real estate pursuant to Texas Government Code sections 551.071 and 551.072 related to acquisitions, including by use of eminent domain if necessary, of real property interests for the right of way and drainage facility for the North Darrington Reconstruction Project.

A motion was made by Councilman Miller and seconded by Councilman Padilla to return to Open Session. The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Not Present. Motion passed.

***The Mayor and Council Reconvened into Open Session at 8:27 PM.***

Upon returning to Open Session the City Council took the following action:

A motion was made by Councilman Miller and seconded by Councilman Padilla for the Town of Horizon City to accept the counteroffer from the owner of Parcel 1 for the Darrington Road Right of Way Project, in the amount discussed in executive session, and authorize the Mayor to execute on behalf of the Town of Horizon City a purchase agreement and all other necessary documents to complete the acquisition of Parcel 1 for the agreed upon price.

The CITY CLERK polled the Council: MILLER – Aye; QUIROZ – Absent; ORTEGA – Aye; RANDLEEL – Aye; URRUTIA – Aye; PADILLA – Aye; MENDOZA – Not Present. Motion passed.

**ADJOURNMENT**

A motion was made by Councilman Miller and seconded by Councilwoman Randleel to adjourn at 8:29 PM.

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Attest:**

\_\_\_\_\_  
Elvia Schuller, City Clerk

\_\_\_\_\_  
Andres Renteria, Mayor

# El Paso County 911 District Budget Book



Clear navigation through an ever changing technological landscape.

**FY 2024**



## El Paso County 911 District Budget Plan FY2024

Attached for your review is our proposed budget for FY2024. On May 19, 2023, the El Paso County 911 District Board of Managers approved the proposed budget. Per our governing statute the District must present our budget to all of the participating jurisdictions within El Paso County for their review and approval. The budget will then be formally adopted by the Board of Managers prior to October 1, 2023.

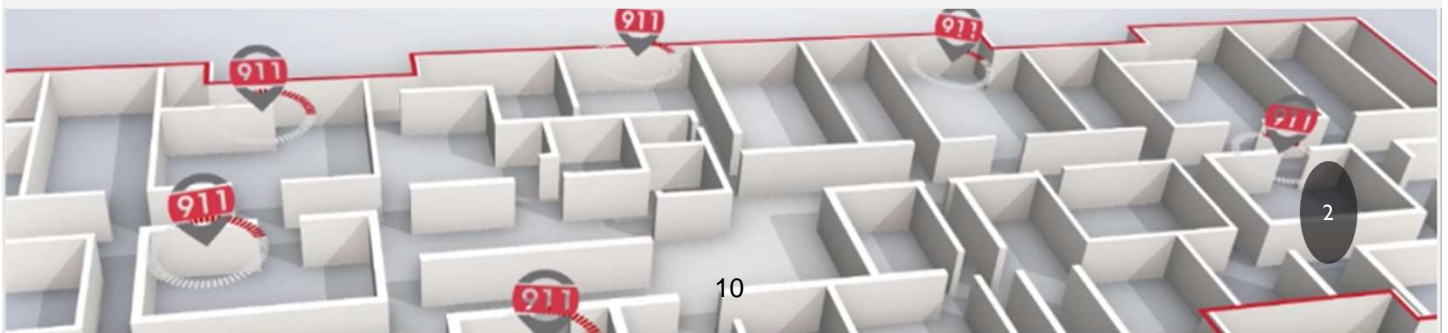
This budget is designed to continue moving the El Paso Region into the next generation of 9-1-1 technology (NG911), interconnecting the community and first responders using the most efficient tools available. As we stand at the intersection of NG911 and the internet of things, the District is committed to unlocking the future of NG911 for El Paso.

We are proud of the excellent service we provide to the El Paso community and look forward to meeting with you to present our FY2024 budget. Please let us know if you have any questions and thank you for your support of El Paso's 9-1-1 system.

Sincerely,

Scott Calderwood, Director  
El Paso County 911 District  
6055 Threadgill Ave.  
El Paso, Texas 79924  
(915) 832 6812  
[scottc@elpaso911.org](mailto:scottc@elpaso911.org)

\* Should your jurisdiction choose to take no formal action, this budget will be automatically approved by operation of statute on the sixty-first day following your receipt of this document.



# EL PASO COUNTY 911 DISTRICT

## District Mission

The El Paso County 911 District is an emergency communications district, providing 9-1-1 service in El Paso for over 30 years. Our mission is to make a difference by providing outstanding professional services that facilitate the vital connection between our community and emergency services.

## District Vision

The El Paso County 911 District will be a leader and innovator bringing the latest and most efficient technology to our 9-1-1 community. We will be a model 9-1-1 center respected by others across the country. We will be a high performing organization powered by motivated professionals that work harmoniously and collaboratively to support our mission.

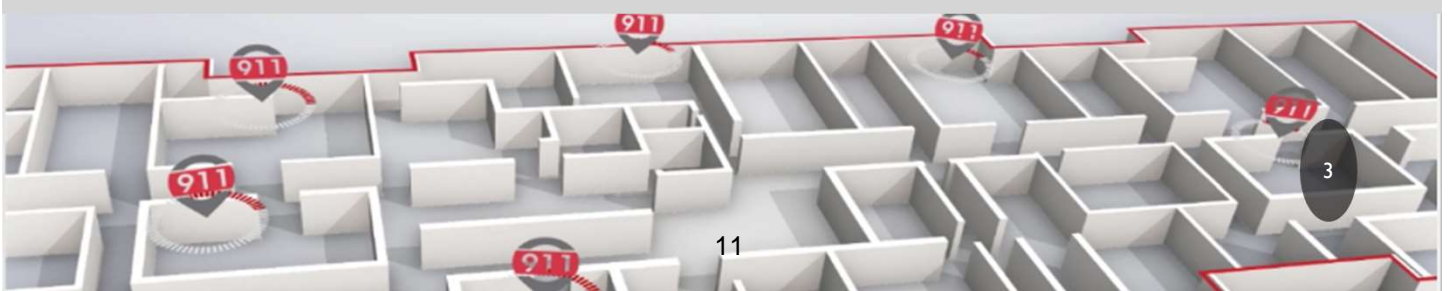
## District Governance

The District operates under Texas Health and Safety Code, Chapter 772. It is governed by a Board of Managers appointed by the entities it serves. By statute the Board is made up of one member from the County of El Paso, two members from the most populous city in the County (City of El Paso), one member from the second most populous city in the County (City of Socorro), one member appointed, at large, by the Board of Managers to represent all other entities within the County, and one member from the predominant phone service provider (AT&T).

## District Funding

The District is funded by 9-1-1 service fees. Fees are collected monthly from both wireline and wireless phones and remitted to the District. The Board maintains local control of wireline fees and sets the rate each year as a part of the budget process. For FY2024 the Board has maintained the fee from FY2015 of \$1.38 per residential line and \$4.46 per business line.

Wireless fees are set by the State of Texas. For FY2024 the wireless fee is \$.50 per line or 2% of any pre-paid phone service. The fees are collected by the State Comptrollers and distributed to 9-1-1 entities based on population.



# 2024 BOARD OF MANAGERS

Kristian Menendez, Chair  
Emergency Services District No. 1

At-Large Representative

Ryan Urrutia  
El Paso County Sheriff's Office

County of El Paso

Pete Pacillas  
El Paso Police Department

City of El Paso

David Burton  
Socorro Police Department

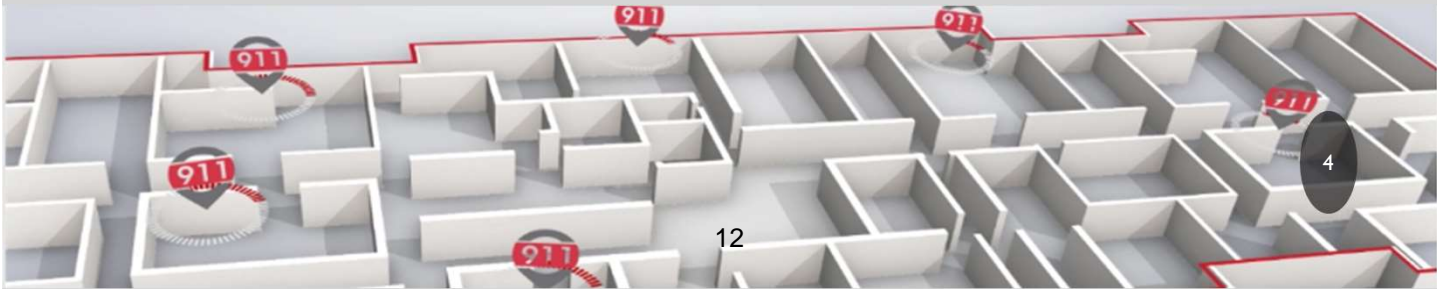
City of Socorro

Mario D'Agostino  
El Paso Fire Department

City of El Paso

Monica Ballesteros  
AT&T

Primary Phone Service Provider



# 911 DISTRICT VALUES

## “DO THE RIGHT THING”

### BE ACCOUNTABLE

Dependability  
Fairness  
Transparency

### PRACTICE INTEGRITY

Honesty  
Professionalism  
Trustworthy

### COLLABORATE

Build Relationships  
Be Creative and Innovate  
Teamwork

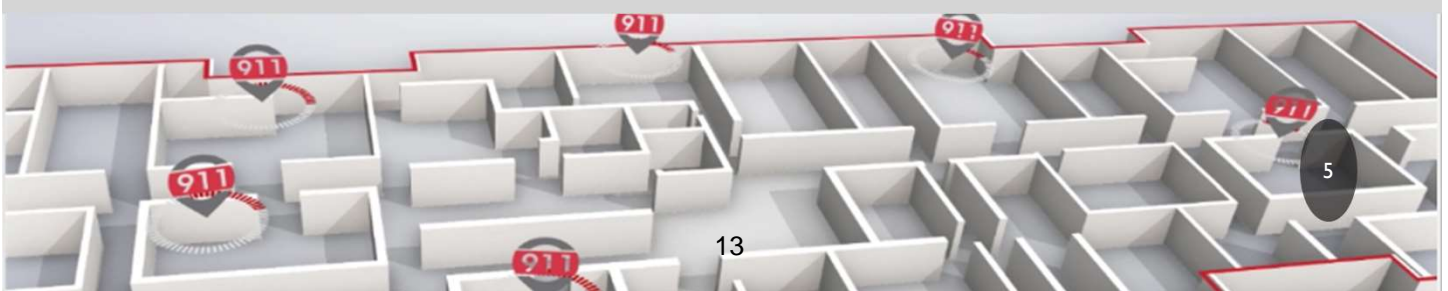
### INSPIRE

Self-Motivated  
Enthusiastic

### KINDNESS

Respect  
Compassion  
Service to Others

### HAVE FUN

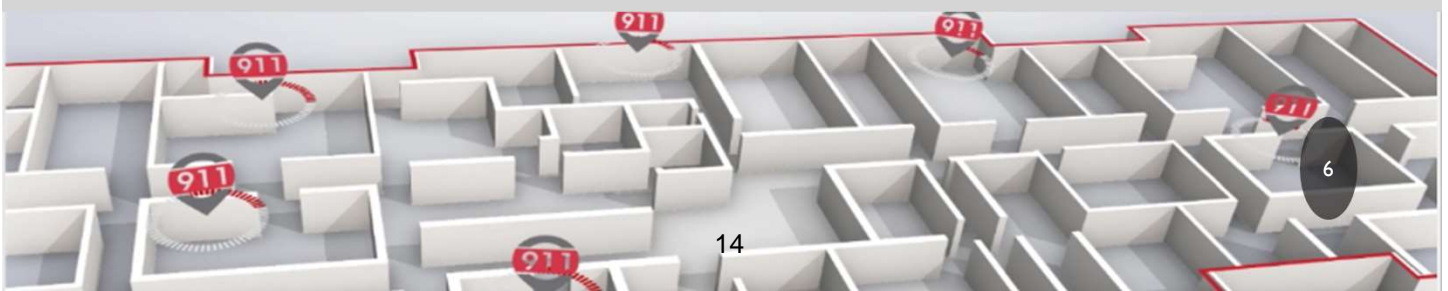


## DISPATCH OFFICES SUPPORTED BY THE DISTRICT

- El Paso County Sheriff's Office
- Canutillo ISD Police Department
- City of El Paso 9-1-1 & 3-1-1 Communications
- City of Socorro Police Department
- Anthony Police Department
- Horizon City Police Department
- Emergency Service Districts (ESD) 1 & 2
- UTEP Police Department
- El Paso Independent School District Police Department
- Socorro Independent School District Police Department
- Ft. Bliss Directorate of Emergency Services
- El Paso Community College Police Department
- Texas Tech University Police Department
- Ysleta Del Sur Pueblo

## RESPONSE AGENCIES SUPPORTED BY THE DISTRICT

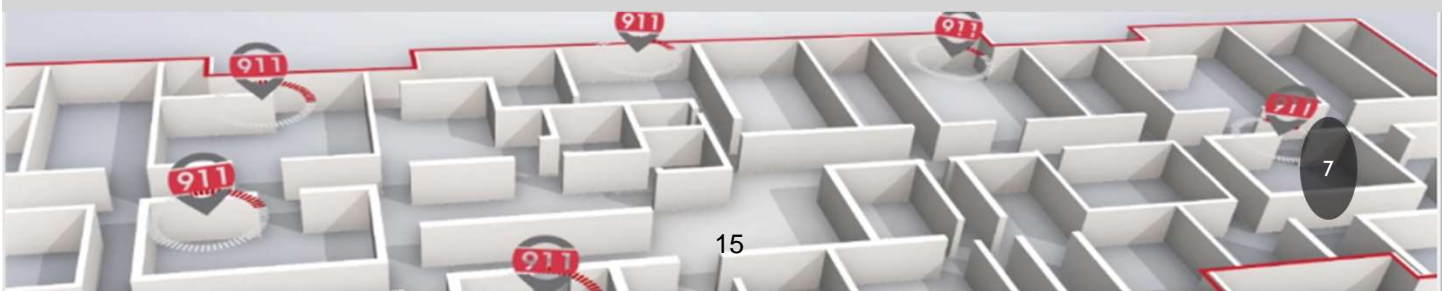
Anthony Police Department	El Paso ISD Police Department
Clint Fire Department	El Paso Police Department
Clint Police Department	El Paso County Sheriff's Office
El Paso County Precinct 1 Constable's Office	Fabens Fire Department
El Paso County Precinct 2 Constable's Office	Fort Bliss Fire Department
El Paso County Precinct 3 Constable's Office	Fort Bliss Military Police Department
El Paso County Precinct 4 Constable's Office	Horizon City Fire Department
El Paso County Precinct 5 Constable's Office	Horizon City Police Department
El Paso County Precinct 6 Constable's Office	Montana Vista Fire Department
El Paso County Precinct 7 Constable's Office	San Elizario Fire Department
County Fire Marshals (ESD1)	San Elizario Town Marshal
County Fire Marshals (ESD2)	Socorro Fire Department
El Paso 3-1-1	Socorro ISD Police Department
El Paso Animal Control	Socorro Police Department
El Paso Community College Police Department	Texas Tech Police Department
El Paso County Ambulance Service	UT El Paso Police Department
El Paso Fire Department	West Valley Fire Department
El Paso Fire Marshal	YDSP Fire Department



## Proposed FY 2024 Budget

Revenue	FY23 Budget	Proposed FY24 Budget	Percentage +/-
<b>Operating</b>			
District Administration	9,179,940.00	9,447,940.00	2.92%
<b>Federal Grant</b>			
ESInet NG911	0.00	1,227,294.00	100.00%
<b>Total Revenue</b>	<b>9,179,940.00</b>	<b>10,675,234.00</b>	<b>16.29%</b>

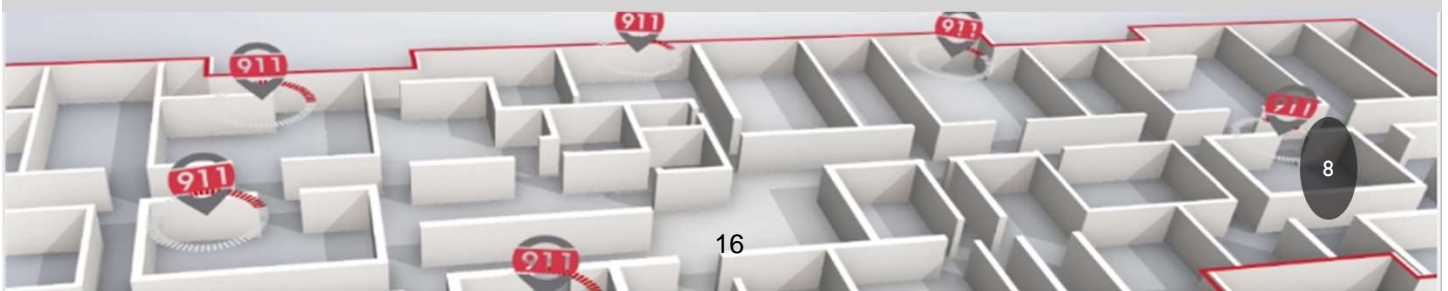
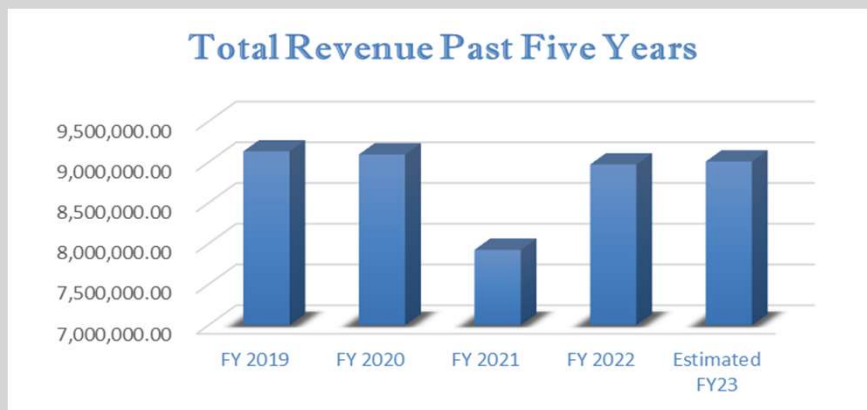
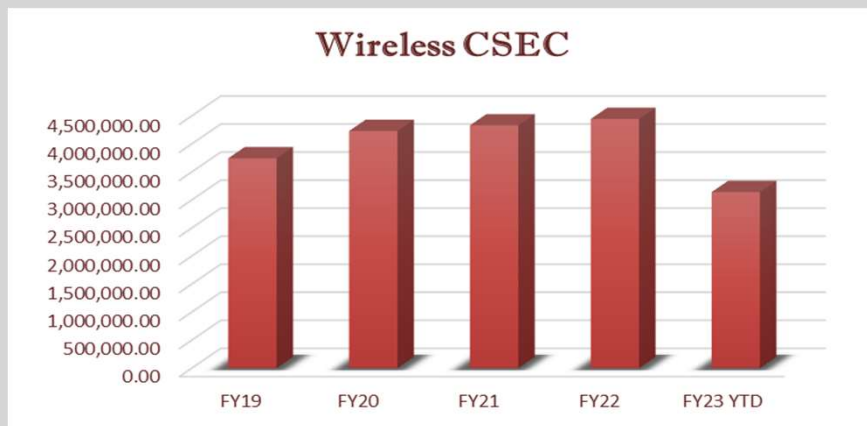
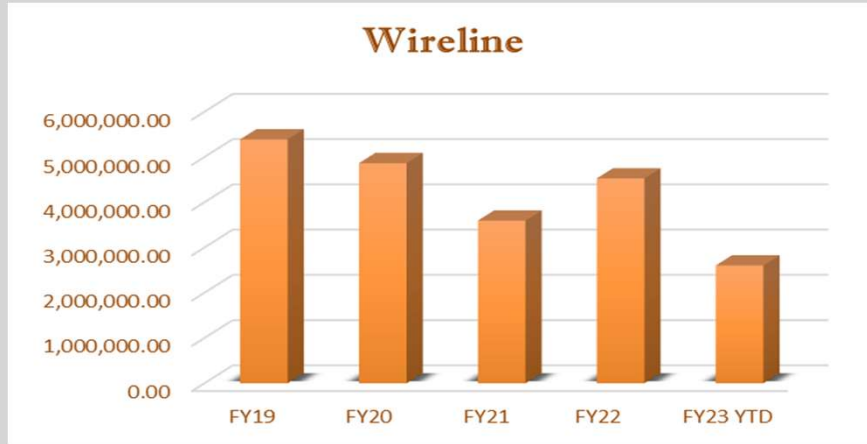
Expenditures	FY23 Budget	Proposed FY24 Budget	Percentage +/-
<b>Operating</b>			
District Administration	2,741,180.43	2,921,573.54	6.58%
911 Network Operations	4,877,799.89	4,500,306.68	-7.74%
Facility Operations	1,269,356.00	948,369.00	-25.29%
<b>Total Operating</b>	<b>8,888,336.32</b>	<b>8,370,249.22</b>	<b>-5.83%</b>
<b>Agency Assistance</b>			
Agency Support Programs	684,900.00	835,600.00	22.00%
<b>Total Agency Assistance</b>	<b>684,900.00</b>	<b>835,600.00</b>	<b>22.00%</b>
<b>Federal Grant</b>			
ESInet NG911	0.00	1,227,294.00	100.00%
<b>Total Federal Grant</b>	<b>0.00</b>	<b>1,227,294.00</b>	<b>100.00%</b>
<b>Total Expenses</b>	<b>9,573,236.32</b>	<b>10,433,143.22</b>	<b>8.98%</b>



# FY 2024 PROPOSED REVENUE

## Wireline and Wireless (CSEC) Estimated Fees \$9,153,940

Past Five Years Revenue History



# FY24 Budget Summary

## District Administration

**\$2,921,573.54**

### Salaries

14 Full-Time Professionals

### Benefits

Health, Dental, Vision, Life, Disability Insurance

Retirement, Employee Assistance Program

### Administration Operations

TML Liability Insurance, Public Meetings, Professional Training

Office/printing and administrative supplies

### Professional Memberships

911 Alliance, APCO, NENA, SHRM, GISP, SCAUG

### Professional Services

Audit services, Attorney fees

Shredding services, copier & printer maintenance contracts

## 911 Network Operations

**\$4,500,306.68**

### Telephone Connectivity

Call Center Equipment and Replacement

GIS Annual Maintenance: Maptext, Spectrum, American Messaging

Maintenance: AT&T, DIR, ESINet, Vesta, Verizon, Everbridge

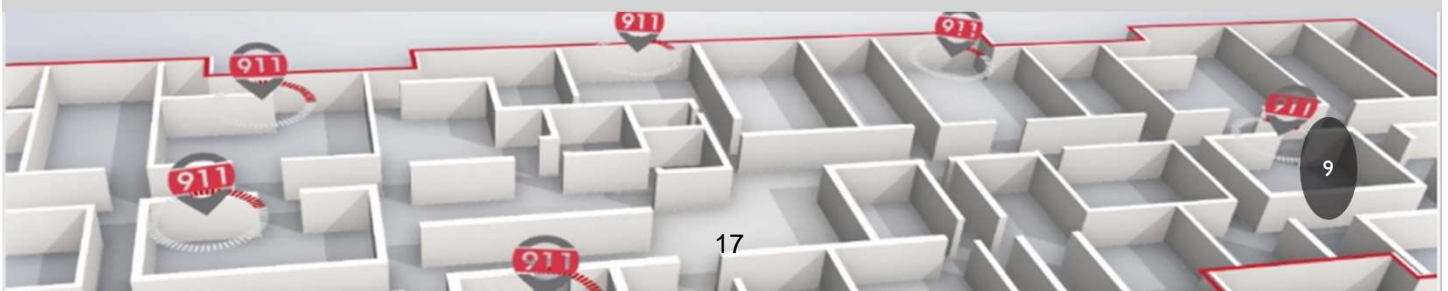
### Software Upgrade/Maintenance Support

CAD and network maintenance:

Conterra, Comware, Presidio, GTS Tech, Masser Tech, IDT

Abila, Solarwinds, Priority Dispatch. GTS Technology Solutions, Hexagon

GeoComm, Prepared Live, Veriato



# FY24 Budget Summary

## Agency Support Programs

**\$835,600.00**

Agency Technology Assistance  
COEP-Interlocal Agreement-Digital Radio, Public Education Training  
Promotional supplies and Telecommunicators Appreciation Week  
Criteria Based Dispatching Software  
Certifications/Recertifications  
IAED, NENA, APCO, Priority Dispatch

## Facility Operations

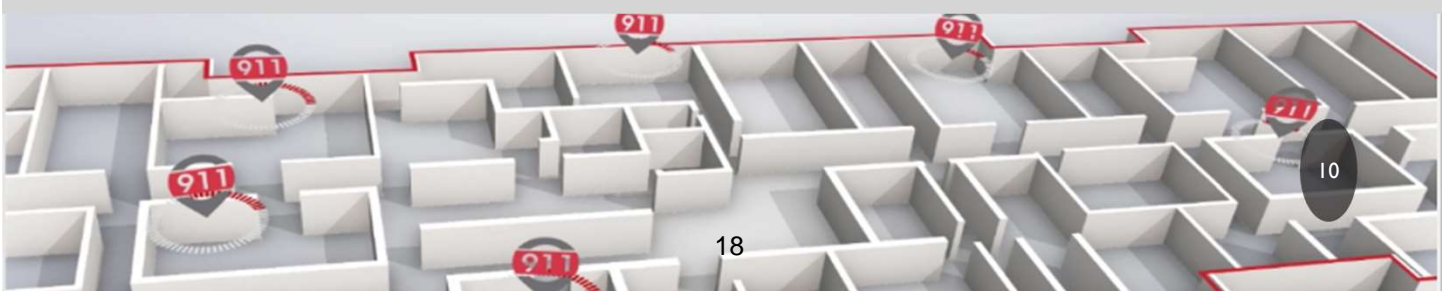
**\$948,369.00**

Threadgill Facilities  
Utilities, Mirador Janitorial Services, Union Pacific 5th year parking lease  
Landscaping services  
Preventive Maintenance & Services  
Cleaning/janitorial supplies, facilities maintenance and repairs  
ChemTreat water treatment, gym maintenance, fire inspections  
District Fleet Maintenance  
Three District vehicles, Quarterly maintenance  
Wear and tear repairs, gasoline for vehicles, yearly inspections

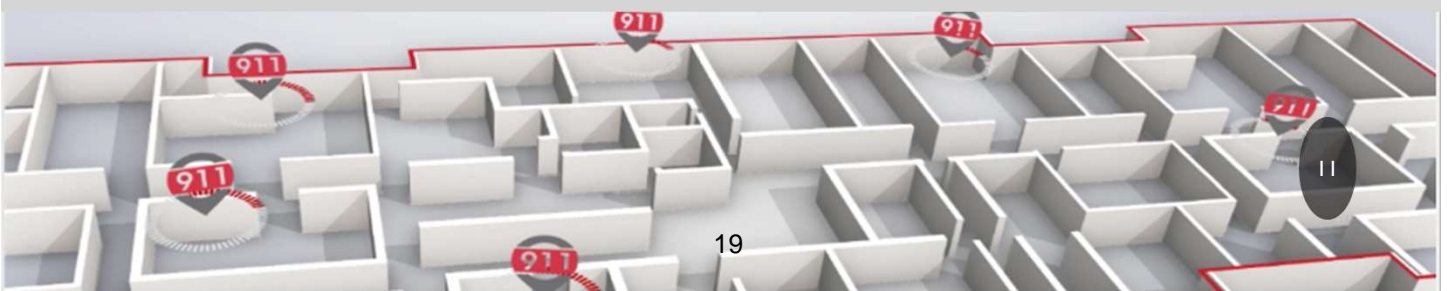
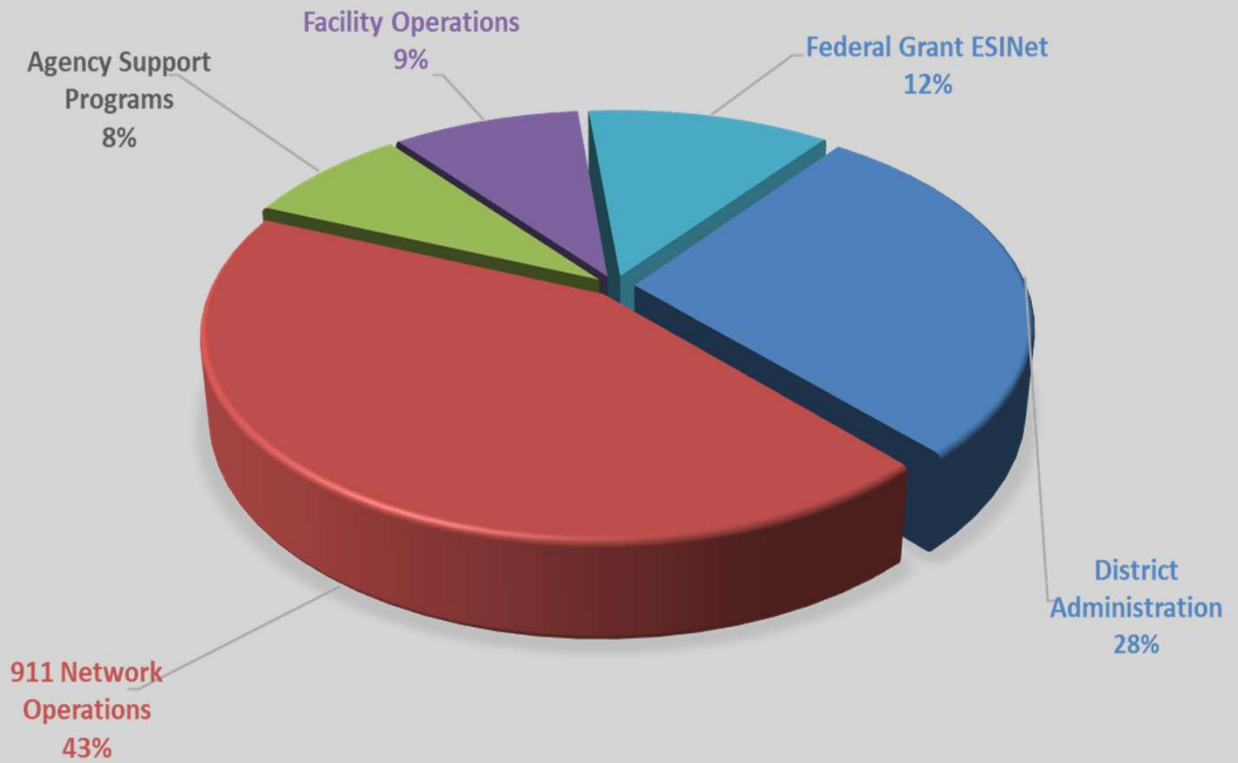
## ESInet NG911 Federal Grant

**\$1,227,294.00**

CSEC Monthly Reimbursement from Federal Grant Awarded  
DIR Monthly ESInet Connectivity and NG911 Core Services

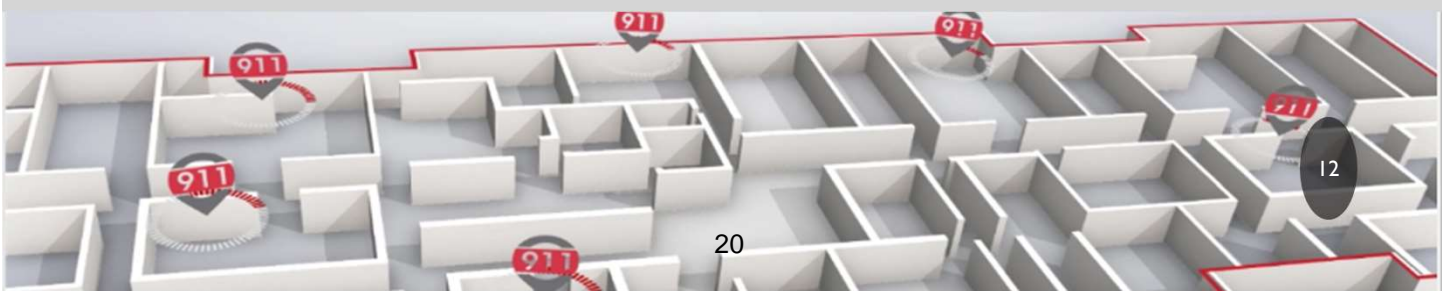


# PROPOSED BUDGET ALLOCATION



**El Paso County 911 District  
Fiscal Year 2022 Budget Summary**

	<b>FY22 Adopted</b>	<b>FY22 Actual</b>
<b>REVENUES</b>		
9-1-1 Service Fee Revenue	8,456,800.00	10,645,984.32
Interest Income	15,600.00	23,823.43
Other Income	1,000.00	8,366.38
<b>TOTAL REVENUE</b>	<b>8,473,400.00</b>	<b>10,678,174.13</b>
<b>EXPENSES</b>		
<b>DEBT- Board Approved to Pay-Off Debt</b>		
Bond Debt	0.00	2,968,803.56
<b>TOTAL DEBT</b>	<b>0.00</b>	<b>2,968,803.56</b>
<b>OPERATING</b>		
District Administration	1,942,891.88	1,744,500.14
911 Network Operations	3,702,007.73	3,742,172.06
Agency Support	601,500.00	423,922.02
Facilities	819,995.82	665,122.98
<b>TOTAL OPERATING</b>	<b>7,066,395.43</b>	<b>6,575,717.20</b>
<b>OPERATING CAPITAL</b>	<b>995,000.00</b>	<b>1,482,454.75</b>
<b>TOTAL EXPENSES</b>	<b>8,061,395.43</b>	<b>11,026,975.51</b>





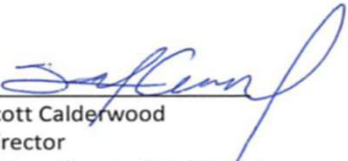
# El Paso County 911 District

6055 Threadgill Ave. El Paso TX 79924 | (915) 562-3911 | Fax (915) 832-6808


## SWORN STATEMENT

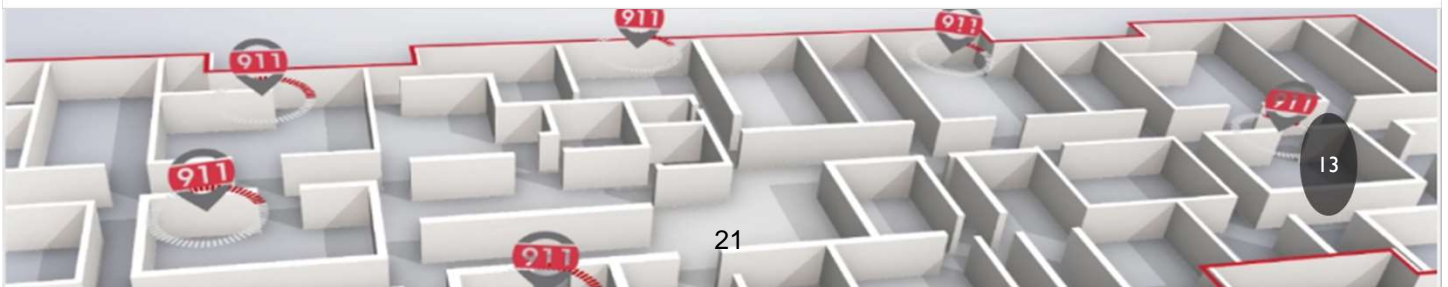
Before me, the undersigned personally appeared and stated:

I, Scott Calderwood, Director of El Paso County 911 District, swear that these Audited Financial Statements of the El Paso Count 911 District are a true and correct report of the funds received and spent by the District during the fiscal year beginning October 1, 2021 and ending on September 30, 2022.

  
 Scott Calderwood  
 Director  
 El Paso County 911 District

Sworn to and subscribed this 6th day of June 2023.

  
 Mariza Martinez  
 Notary Public in and for the State of Texas  
 My commission expires 5-20-2024

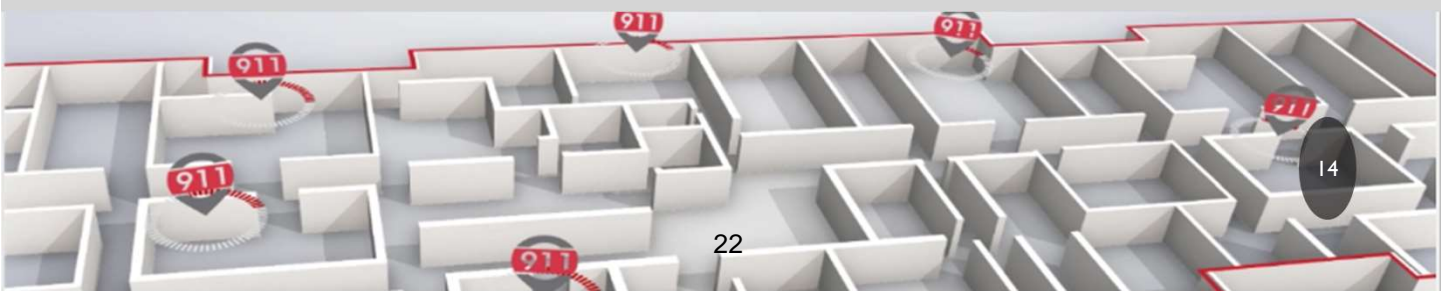




*"Our commitment to live by our shared values is our strategy for success"*

El Paso County 911 District  
6055 Threadgill Ave.  
El Paso, Texas 79924  
915 562 3911  
[info@elpaso911.org](mailto:info@elpaso911.org)

Scott Calderwood  
Director  
915 832 6812  
[scottc@elpaso911.org](mailto:scottc@elpaso911.org)



**ORDINANCE NO. \_\_\_\_\_**

**AMENDMENT NO. \_\_\_\_**

**AN ORDINANCE AMENDING ORDINANCE NO. 0288 (AMENDMENT NO. \_\_\_\_\_) OF THE TOWN OF HORIZON CITY, ADOPTING THE MUNICIPAL BUDGET FOR THE 2022-2023 FISCAL YEAR, TO ALLOW FOR THE BUDGETING AND EXPENDITURE OF FUNDS FOR POLICE DEPARTMENT EQUIPMENT; AND PROVIDING FOR REPEALER AND SEVERABILITY CLAUSES.**

**WHEREAS**, an Ordinance was enacted on the 13th day of September 2022, which adopted a budget for the fiscal year of October 1, 2022 to September 30, 2023 for the Town of Horizon City; and

**WHEREAS**, it is now necessary to amend said budget for municipal purposes to establish the funding for public safety equipment, as this funding and expenditures necessary to provide this equipment were not included in the budget.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY, that:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**2. BUDGET AMENDMENT**

That funds shall be transferred, as set forth in Attachment A, for the above-stated purpose.

**3. REPEALER**

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. **PROPER NOTICE & MEETING**

This budget amendment shall be in file with the City Clerk for public inspection. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED & APPROVED** this, the \_\_\_\_ day of \_\_\_\_\_, 2023, by a vote of \_\_\_\_ (ayes) to \_\_\_\_ (nays) to \_\_\_\_ (abstentions) of the City Council of Horizon City, Texas.

**TOWN OF HORIZON CITY:**

*By:* \_\_\_\_\_  
**Andres Renteria, Mayor**

**ATTEST:**

*By:* \_\_\_\_\_  
**Elvia Schuller, City Clerk**

**APPROVED AS TO FORM:**

*By:* \_\_\_\_\_  
**Sylvia Borunda Firth, City Attorney**

First Reading \_\_\_\_\_  
Second Reading \_\_\_\_\_

**ATTACHMENT “A”**

<b><u>FROM ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>TO ACCOUNT</u></b>	<b><u>AMOUNT</u></b>
505-5010 Salaries	\$171,801.36	507-6025 Public Safety Equip.	\$171, 801.36
525-5010 Salaries	\$112,352.82	507-6025 Public Safety Equip.	\$112,352.82
		TOTAL	\$284,154,18

**ORDINANCE NO. \_\_\_\_\_**  
**TOWN OF HORIZON CITY**  
**2023 TAX LEVY ORDINANCE**

**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF HORIZON CITY, TEXAS, APPROVING THE 2023 AD VALOREM TAX RATE AND LEVY OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY; PROVIDING FOR PENALTIES AND INTEREST; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; SEVERABILITY; SAVINGS CLAUSE; PUBLICATION AND EFFECTIVE DATE.**

**WHEREAS**, a budget to appropriate revenues generated for the use and support of the municipal government of the Town of Horizon City has been approved and adopted by the City Council of the Town of Horizon City as required by Section 102.009 of the Texas Local Government Code;

**WHEREAS**, the no-new revenue tax rate is the rate that will raise the same amount of property tax revenue from the same properties in both the 2022 tax year and 2023 tax year;

**WHEREAS**, the tax rate proposed by the City Council of the Town of Horizon City is higher than the no-new revenue tax rate;

**WHEREAS**, the **voter approved rate** is the highest tax rate the City Council of the Town of Horizon City may adopt without voter approval;

**WHEREAS**, City Council of the Town of Horizon City proposes to adopt the **voter approved rate** for tax year 2023;

**WHEREAS**, a notice of the hearing on a proposed tax levy was published in the official newspaper for notice designated by the Town of Horizon City on August 31, 2023; and

**WHEREAS**, a public hearing on the proposed tax levy were held on September 12, 2023 as required by State law.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY:**

**1. APPROVAL OF 2023 TAX RATE AND LEVY**

That there be and is hereby levied and shall be assessed and collected for the year 2023, on all taxable property, real, personal and mixed, situated within the city limits of the Town of Horizon City, Texas (City), and not exempt by the Constitution of the State and valid state laws, voter approved ad valorem tax rate of 57.4491 cents (\$0.574491) on each One Hundred Dollars (\$100.00) assessed value of taxable property remains unchanged, and shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current expenses and budget of the municipal government of the City (maintenance and operations), a tax rate of 35.9978 cents (\$0.359978) on each One Hundred Dollars (\$100.00) assessed value of taxable property.
- (b) For the purpose of creating a sinking fund to pay the interest and principal maturities on all outstanding debt of the Town of Horizon City, not otherwise provided for, a tax rate of 21.4513 cents (\$0.214513) on each one hundred dollars (\$100.00) of assessed value of taxable property within the Town of Horizon City and shall be applied to the payment of interest and maturities of all such outstanding debt.

For purposes of disclosure regarding the Maintenance and Operations Tax Rate:

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**AND**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.50 PERCENT (3.50%) AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$12.17.**

**1. ASSESSMENT AND COLLECTION OF TAXES; PENALTIES AND INTEREST**

All taxes shall be collected by the person(s) authorized as the Tax Assessor /Collect or for the Town of Horizon City, in accordance with the Interlocal Governmental Agreement entered into by the Town for such purposes. All taxes shall become a lien upon the property against which assessed and the person(s) authorized as the Tax Assessor/Collector for the Town of Horizon City, Texas , shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal , for the payment of said taxes, penalty and interest, and the

penalty and interest collected from such delinquent taxes shall be appropriated for the general fund of the Town of Horizon City, Texas.

## **2. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

## **3. SEVERABILITY CLAUSE**

That if any section, subsection, paragraph, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or provision thereof, other than the part so decided to be invalid or unconstitutional.

## **4. SAVINGS CLAUSE**

That all previous tax levy ordinances shall remain in full force and effect, save and except as amended by this Ordinance.

## **5. PUBLICATION CLAUSE**

The City Clerk of the Town of Horizon City, Texas, is hereby directed to post the notice required by Section 26.05 of the Texas Tax Code on the Town's website.

## **6. EFFECTIVE DATE**

The necessity for making and approving the tax levy for the year, as required by the laws of the State of Texas, requires that this Ordinance shall take effect immediately from and after its passage, as the law in such case provides.

## **7. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**PASSED & APPROVED** this, the \_\_\_\_ day of September 2023, by a vote of \_\_\_\_\_ (*ayes*) to \_\_\_\_\_ (*nays*) to \_\_\_\_\_ (*abstentions*) of the City Council of Horizon City, Texas.

**TOWN OF HORIZON CITY**

**By:** \_\_\_\_\_  
**Andres Renteria, Mayor**

**ATTEST:**

**By:** \_\_\_\_\_  
**Elvia Schuller, City Clerk**

**APPROVED AS TO FORM:**

**By:** \_\_\_\_\_  
**Sylvia Borunda Firth  
City Attorney**

First Reading \_\_\_\_\_  
Second Reading \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**BUDGET FOR FISCAL YEAR 2023-0224**

**AN ORDINANCE OF THE TOWN OF HORIZON CITY, TEXAS  
ENACTING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2023-  
2024; FUNDING MUNICIPAL PURPOSES; AUTHORIZING  
EXPENDITURES; AND PROVIDING FOR REPEALER AND  
SEVERABILITY CLAUSES**

**WHEREAS**, the City Council of the Town of Horizon City ("City Council") seeks to enact and otherwise approve the Town of Horizon City ("City) budget for Fiscal Year 2023-2024 to cover proposed expenditures for the succeeding fiscal year;

**WHEREAS**, the succeeding fiscal year commences October 1, 2023;

**WHEREAS**, the City Council finds that the proposed budget is for legitimate municipal purposes, and thus is statutorily authorized by Texas Local Government Code Chapter 102 and is further authorized by Sections 5.04 and 5.05 of the Town of Horizon City Charter;

**WHEREAS**, pursuant to Texas Local Government Code Section 51.00, the City has general authority to adopt an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City;

**WHEREAS**, pursuant to Texas Local Government Code Chapter 101.002, the City Council may manage and control the finances of the municipality;

**WHEREAS**, the City Council finds that it is necessary and proper for the good government, peace, or order of the Town of Horizon City to adopt an ordinance establishing a budget for the upcoming fiscal year;

**WHEREAS**, the City has satisfied all statutory requirements for public notices and public hearings regarding the attached budget.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY, as follows:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**2. ENACTMENT**

A. The Town of Horizon City' s budget for Fiscal Year 2023-2024, is attached hereto as *Attachment " A "* and incorporated into this Ordinance for all intents and purposes.

B. The Street Fund, effective October 1, 2013, and reauthorized on November 7, 2017, and May 2, 2021, is derived from sales tax revenue designated for making repairs and accomplishing maintenance and repair of streets existing within the Town of Horizon City as of November 2, 2010. Such funding shall be allocated and expended as provided by applicable state statutes.

C. The Economic Development Fund, effective October 1, 2013, is derived from sales tax revenue designated for use by the Horizon City Type 4B Economic Development Corporation (“EDC) in accordance with Chapter 505 of the Local Government Code. The Mayor of the City is authorized to transfer funds in the Economic Development Fund to the Horizon City Type 4B Economic Development Corporation for the use by the EDC as necessary and appropriate, or to direct the expenditure of the funds on behalf of the EDC in accordance with directives approved by the EDC Board of Directors.

D. The Mayor is hereby authorized to administratively make all necessary budget and fund transfers in conjunction with reimbursements made to the City by the Horizon City Type 4B Economic Development Corporation for the provision of City services to the EDC.

E. Department heads are hereby authorized to make administrative budget transfers not to exceed ten thousand dollars (\$10,000) each, provided that each transfer is within the same department. Budget transfers for personal services appropriations, capital acquisition appropriations, or impacting revenue accounts require the written approval of the Mayor.

F. The Mayor is authorized to make administrative budget transfers not to exceed twenty-five thousand dollars (\$25,000) each between departments and/or funds, to the extent permitted by law.

G. Budget transfers not exceeding one hundred thousand dollars (\$100,000) each may be authorized by a motion or resolution of the City Council at the same time as, and in conjunction with the approval of any expenditure to include a contract, purchase order or other authorization to procure goods or services; provided that each transfer is within the same department.

H. The Mayor or his designee is hereby authorized to administratively establish budgets for grants and similar awards when the applications or agreements relating to the grant or award have been approved by the City Council.

I. The Mayor is hereby authorized to accept, and appropriate funds associated with donations made to the City in the amount of one thousand dollars (\$1,000) or less; the City Council may by motion or resolution establish budgets for any other donations at the same time and in conjunction with accepting such donations.

J. The Mayor or designee is authorized to continue the Building Services Technology Fund by depositing into a separate fund in the city treasury the technology fee surcharge added to all building permits that are assessed and collected, which fee was authorized by the City Council Resolution on June 12, 2018 to enable the Building Services Department to collect a specified amount for the purpose of maintaining and upgrading their technology for the issues of permits and related building services, administered by or under the direction of the City Council.

### **3. FILING OF THE BUDGET**

The City Clerk shall attach any required cover page to the adopted budget, file the budget in her office, and post a copy of the budget, including the cover page, on the website of the Town of Horizon City. The City Clerk shall post the record vote on the budget on the website until September 15, 2024, or the date the budget for the next fiscal year has been approved by the City Council.

### **4. REPEALER**

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

### **5. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

### **6. EFFECTIVE DATE**

This Ordinance shall be effective upon passage as provided for by law to adopt the budget for the Town of Horizon City for the fiscal year starting October 1, 2023.

### **7. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of the meeting was given as required by the Open Meetings Act, Texas Government Code Chapter 551. Notice was also provided as required by Section 52.011 and Section

102.0065 of the Texas Local Government Code.

**PASSED & APPROVED** this, the \_\_\_\_ day of September 2023, by a vote of \_\_\_\_ (*ayes*) to \_\_\_\_ (*nays*) to \_\_\_\_ (*abstentions*) of the City Council of Horizon City, Texas. (A record vote, if required, shall be recorded in the minutes of the Town of Horizon City.)

**(Signatures on next page)**

**TOWN OF HORIZON CITY**

**By:** \_\_\_\_\_  
Andres Renteria, Mayor

**ATTEST:**

**By:** \_\_\_\_\_  
Elvia Schuller, City Clerk

**APPROVED AS TO FORM:**

**By:** \_\_\_\_\_  
Sylvia Borunda Firth  
City Attorney

*Attachment “A”*

**Town of Horizon City  
Fiscal year 2023-2024 Budget**

**RESOLUTION**

**WHEREAS**, the Town of Horizon City has adopted a Travel Policy to aid employees in planning and implementing travel plans when it is necessary to travel for City business;

**WHEREAS**, City management reviews policies periodically to determine if the policies are current or whether they need revisions; and

**WHEREAS**, the management staff has determined it is advisable to update the Travel Policy to add a per diem for meals and other incidentals based on the federal GSA program, and other small clarifications.

**NOW, THEREFORE BE IN RESOLVED BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY AS FOLLOWS:**

The attached Travel Policy captioned, "Town of Horizon City Travel Policy 2023" is hereby approved and readopted by the Town of Horizon City and.

**ADOPTED** and **APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF HORIZON CITY**

By: \_\_\_\_\_  
Andres Renteria, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Elvia Schuller, TRMC  
City Clerk

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Sylvia Borunda Firth  
City Attorney

**APPROVED AS TO CONTENT:**

By: \_\_\_\_\_  
Lilia Gaytan  
Finance Director

# **TOWN OF HORIZON CITY, TEXAS**

## **TRAVEL POLICY - 2023**

### **I. OBJECTIVES:**

This policy is passed to aid employees in planning and implementing travel plans for Town of the Horizon City. Approval of travel expenditures from City funds requires that the travel must benefit the City. All travel should be authorized and approved by the individual's department head and subject to the availability of adequate budgeted funds. Travel expenses shall be limited to those expenses incurred while on City business and must be within the limitations prescribed in this policy. If possible, the Town of Horizon City will arrange for and make direct payments to the entity hosting the training/seminar/meetings. Employees are to be fully reimbursed for necessary and reasonable job-related travel expenses incurred in the authorized conduct of City business, which entails travel outside of the city, as such reimbursement is allowed by this policy.

### **II. BASIC POLICY REQUIREMENTS:**

1. All travel paid by the City shall be in accordance with State law and this policy.
2. All use of City credit cards and all travel charged to them must be in accordance with the policies and procedures of the City and this policy.
3. The department head and the individual traveler are responsible for properly using all travel funds and the City credit card.
4. If travel must be canceled for legitimate reasons, any credit for air travel must be applied within the stipulations provided by the airline company.
5. Per Diem allowance receipts are not required. However, receipts for all other travel expenses, including hotel, car rental, etc., must be submitted to the City Finance Department within 14 days after the completion of the travel.

### **III. PROCEDURE FOR TRAVEL APPROVAL:**

1. Department heads shall be responsible for prudent use of travel funds, including choices of hotel, car rentals, etc., and shall approve all travel prior to submitting it to the City Finance Office for payment.
2. In booking air travel, officials and employees should compare all rates and those available over the Internet to assure the best price available at the time of scheduling. Officials and employees should schedule travel well in advance, when possible, in order to take advantage of the best rates.
3. All employee travel requires approval by his/her department head and budgetary constraints, and the City is not obligated to pay for travel if prior approval does not take place. The Mayor shall be authorized to use budgeted administrative

travel funds at his/her discretion subject to the rules set out herein. All City Council members' travel requires approval by the Mayor or City Council and budgetary constraints and shall be subject to the rules set out herein.

4. If an employee obtains an advance payment for travel **but** incurs allowable travel expenses in excess of the amount approved, the employee shall fill out and submit a City Reimbursement form and receipts to his or her department head for approval. The approved Reimbursement form and all accompanying receipts must be forwarded to the Finance Director's office within fourteen days of return from travel.

**IV . MEAL PER DIEM:**

Meal per diem Cash Advances will not be paid for local seminars and training. Meals and incidental per diem is based on the federal GSA meals and incidentals (M&IE) rate for the primary destination which may be found at <http://www.gsa.gov/portal/category/100120>. If the primary destination or its county is not listed within the GSA chart, the standard rate for that State will be used.

**V. AIRFARE:**

- A. Airfare tickets may be purchased with a City credit card when the trip is approved by the department head and are within budget constraints. However, at **NO** time will airfare tickets be purchased for spouses or any individual who is not employed by the City using a City credit card.
- B. Airline travel will be coach fare unless otherwise approved by the Mayor.

**VI. AUTOMOBILE RENTALS:**

Auto rental will be limited to small economical cars, if possible, unless otherwise approved by the Mayor. When an employee or official requires a rental vehicle to conduct City business at the business destination a rental car will be allowed when authorized by the Mayor.

**VII. TELEPHONE AND ELECTRONIC COMMUNICATIONS:**

Internet service and electronic communications will be reimbursed by the City when such services are required to perform City business.

**VIII. USAGE OF PERSONAL AUTOMOBILES FOR TRAVEL:**

- A. Use of personal automobiles for City business will be reimbursed at the current rate set by the Internal Revenue Service for business usage mileage. Car maintenance and other servicing is included in the figure set out above and is not

reimbursable by the City. Valet parking and other similar parking services are not reimbursable. Traffic or parking violations received by the employee or official and all resulting fines therefrom are the sole responsibility of the employee or official and are not reimbursable by the City. Insurance coverage is required when an employee or official uses his/her personal vehicle for travel. Such insurance coverage is the employee or official's responsibility and is not reimbursable by the City.

- B.** Whenever possible, pooling arrangements should be made when employees and/or officials are visiting the same location.
- C.** In those cases when an employee is provided with a City automobile for business travel purposes, the reimbursement figure set out in (A) herein is not reimbursable to the employee except for expenses incurred by the employee for fuel or emergency maintenance of the vehicle. All other expenses are not reimbursable without approval of the appropriate Department Head or the Mayor.
- D.** The use of a personal automobile for trips exceeding 1,400 miles round-trip is not permissible without prior approval from the employee's department head. However, in all cases the maximum amount of reimbursement shall be the total cost of the most economical airfare, parking fees, and transportation costs to and from the airport and/or destination location.

**IX. TRIP CANCELLATIONS:**

If a trip is cancelled and an advance has been issued, the employee is responsible for returning the funds within 5 business days to the Finance Department. Failure to comply may result in funds being garnished from the employee's paycheck.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF AUGUST 2023 BY THE CITY COUNCIL OF THE TOWN OF HORIZON CITY, TEXAS.**

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**ANDRES RENTERIA, Mayor**

**ATTEST:**

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**Elvia Schuller, City Clerk**

**APPROVED:**

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**Sylvia Borunda Firth, City Attorney**