

RESOLUTION # \_\_\_\_\_

**CITY OF MISSION, TEXAS  
RESOLUTION AMENDING RESOLUTION # 1599 ESTABLISHING A POLICY  
GUIDELINE FOR UTILITY FUND TRANSFERS TO THE GENERAL FUND**

**WHEREAS**, the City of Mission City Council established a policy guideline for Utility Fund transfers to the General Fund for administrative services fees on May 20, 2019, through Resolution # 1599;

**WHEREAS**, the City of Mission provides the Utility Department with numerous administrative services from City departments and resources controlled by the City's General Fund as recognized in Resolution # 1599;

**WHEREAS**, the City of Mission City Council seeks to amend Resolution # 1599 by allowing for the budgeting and transfer of an administrative fee not to exceed 10% of General Fund Budget during the annual budget process, instead of the exact amount of 10% as prescribed by Resolution # 1599; and

**WHEREAS**, the flexibility of reducing such administrative fee during the annual budget process, as long as such fee does not exceed 10% of General Fund Budget, shall allow for the improvement of the Utility Fund's working capital by reducing administrative fee costs, when practicable, during the annual budget process and ensure fiscal responsibility of utility departments;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Mission, Texas, that the following revised policy guidelines regarding operating transfers for administrative fees from the Utility Fund is hereby amended as follows:

The City shall budget annually an Administrative Fee from the Utility Fund that represents payment for the services provided to the Utility Department and funded out of the City's General Fund. The Administrative Fee shall be in an amount not to exceed 10% of the General Fund budget, to be determined in the annual budget process, and shall be paid out of Utility Fund revenue, excluding any funds received by the Utility Department from the Economically Distressed Areas Program. The Administrative Fee shall be reported as a transfer out of the Utility Fund and as a transfer into the General Fund.

Approved on this the 14th day of October, 2024.

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Norie Gonzalez-Garza, Mayor

**ATTEST:**

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Anna Carrillo, City Secretary