

RESOLUTION NO. 25-R-013

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS GRANTING SIGNATURE AUTHORITY TO THE CITY MANAGER TO ENTER INTO AND SIGN CERTAIN CONTRACTS AND DOCUMENTS ON BEHALF OF THE CITY AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4.05 of the City of Schertz Charter (“Charter”) states that unless another signatory is otherwise designated by the City Council, the Mayor will sign all official documents such as ordinances, resolutions, conveyances, grant agreements, contracts, and bonds; and

WHEREAS, Section 5.03(b) of the Charter grants the City Manager the authority to direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by the Charter or by law; and

WHEREAS, Section 5.03(k) of the Charter grants the City Manager the authority to sign documents in the name of the City as authorized by the City Council; and

WHEREAS, Texas Local Government Code § 252.021 allows Council to delegate contracting authority and the City Manager has general authority to contract for expenditure without further approval of the Council for all budgeted items not exceeding limits set by the Council; and

WHEREAS, the City enters into many contracts, agreements, and similar documents that are routine in nature or are for certain categories or types of items that have already been approved through the budgeting process, and the City Manager (or designee) should be authorized to negotiate and execute, in accordance with the guidelines established herein, in the interest of efficiency of administrative governmental operations in the City; and

WHEREAS, the Mayor shall continue to sign the City Council ordinances, resolutions, bonds, and documents which they are obligated by state law to sign;

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

Section 1. The City Council hereby grants authority to the City Manager to sign on behalf of the City of Schertz all lawful acts of the Council, as approved, other than the ordinances, resolutions and bonds of the Council, as permitted by law. This authority includes the approval of all procurement documents that require Council action and executing all contracts and agreements approved by Council. Subject to compliance with any state law that requires approval by Council, the City Manager is authorized to initiate and approve any purchase approved in the annual budget.

Section 2. The Council grants expenditure authority to the City Manager (or designee) to execute transactions, purchase orders, contracts and similar documents in connection with the making and awarding of contracts for the acquisition of goods and services in an amount not to exceed \$50,000 and change orders not greater than either the lesser of \$50,000 or 25% of the original contract.

Section 3. The authority granted to the City Manager herein with respect to signing or entering into any contracts shall also include the authority to terminate such contracts as permitted under the contract and to sign amendments to such contracts when the amount of the amendment when added to the original amount of the contract does not exceed \$50,000 or when the amount of the amendment does not exceed 25% of the original amount of the contract, whichever amount is less.

Section 4. The Council hereby grants signature authority to the City Manager to sign any other type of document and bind the City for those contracts, provided that the funding for the contract is contained in an approved budget and subject to the monetary limits set forth in Section 3 above. These types of documents include, but are not limited to, revenue-generating agreements, association agreements, conveyances, and grant agreements.

Section 5. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 6. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 7. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 8. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 9. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 10. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

Mayor, Ralph Gutierrez

ATTEST:

City Secretary, Sheila Edmondson

(CITY SEAL)