



MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
July 21, 2026

HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS
1400 SCHERTZ PARKWAY BUILDING #4
SCHERTZ, TEXAS 78154

CITY OF SCHERTZ CORE VALUES

Do the right thing

Do the best you can

Treat others the way you want to be treated

Work cooperatively as a team

AGENDA

TUESDAY, JULY 21, 2026 at 6:00 p.m.

Call to Order

Opening Prayer and Pledges of Allegiance to the Flags of the United States and State of Texas.
(Councilmember Macaluso)

Presentations

Presentation of the Schertz City Flag to Ms. Allison Heyward (Mayor Rodriguez/CM Steve Williams)

Municipal Clerk's Office Achievement of Excellence Award- Presenter City Secretary Shelley Goodwin, TRMC, MMC, City of Rockport, TX

City Events and Announcements

- Announcements of upcoming City Events (Deputy City Manager Brian James)
- Announcements and recognitions by the (City Manager Steve Williams)
- Announcements and recognitions by the (Mayor Ralph Rodriguez)

Hearing of Residents

This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than 3 minutes.

All remarks shall be addressed to the Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.

All handouts and/or USB devices must be submitted to the City Secretary no later than noon on the Monday preceding the meeting. Handouts will be provided to each Councilmember prior to the start of the meeting by the City Secretary. All USB devices will be vetted by City IT staff to ensure City property is protected from malware.

Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

Consent Agenda Items

The Consent Agenda is considered self-explanatory and will be enacted by the Council with one motion. There will be no separate discussion of these items unless they are removed from the Consent Agenda upon the request of the Mayor or a Councilmember.

1. **Minutes**-Approval of the minutes from the July 7, 2026 Regular Council Meeting (Deputy City Secretary Sheree Courney/Assistant City Secretary Irene Chavez)
2. **Resolution 26-R-086** - Authorizing an Interlocal Agreement with the Schertz-Cibolo-Universal City Independent School District for the 2026-2027 School Year for School Resource Officer services (Police Chief James Lowery)
3. **Resolution 26-R-081** — Authorizing a Memorandum of Understanding with Schertz-Cibolo-Universal City Independent School District for the Schertz Young Leaders Program. (Recreation Manager Cassie Paddock)

Discussion and Action Items

4. **Ordinance 26-M-029** - Amending Council Rules of Conduct and Procedure: Appointment Process for City Council Liaison Positions (Deputy City Secretary Sheree Courney)

5. **Boards, Commissions, and Committees:** Appoint City Councilmembers as Members and/or Liaisons to City Council Boards, Commissions, and Committees (Deputy City Secretary Sheree Courney)
6. **Resolution 26-R-083-** TML Intergovernmental Risk Pool-Nomination to Board of Trustees (City Secretary Sheila Edmondson)
7. **Resolution 26-R-084 -** Authorizing expenditures with HEAT Safety Equipment for Fire Department Self-Contained Breathing Apparatus (SCBA) (Fire Chief Greg Rodgers)
8. **Resolution 26-R-080 -** Requesting Financial Assistance from the Texas Water Development Board; Authorizing the Filing of an Application for Assistance (City Engineer Kathryn Woodlee)

Information available in City Council Packets - NO DISCUSSION TO OCCUR

9. **Check Report -** June 2026 (Finance Director James Walters)

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
- City and Community Events attended and to be attended (Council)

Adjournment

CERTIFICATION

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 15TH DAY OF JULY 2026 AT 5:15 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON _____ DAY OF _____, 2026.

TITLE: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call

The City Council for the City of Schertz reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Closed Sessions Authorized: This agenda has been reviewed and approved by the City’s legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

Mayor Rodriguez Member Audit Committee Investment Advisory Committee Main Street Committee TIRZ II Board Liaison Board of Adjustments Senior Center Advisory Board-Alternate	Councilmember Davis– Place 1 Member Interview Committee Main Street Committee - Chair TIRZ II Board Liaison Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Board
Councilmember Watson – Place 2 Member Audit Committee Liaison Library Advisory Board Senior Center Advisory Board Cibolo Valley Local Government Corporation (CVLGC)-Ex-Officio	Councilmember Macaluso – Place 3 Member Interview Committee Hal Baldwin Scholarship Committee TIRZ II Board
Councilmember Guerrero – Place 4 Member Hal Baldwin Scholarship Committee Investment Advisory Committee Liaison Schertz Historical Preservation Committee	Councilmember Westbrook – Place 5 Member Schertz-Seguin Local Government Corporation (SSLGC) Liaison Planning and Zoning Commission Schertz Historical Preservation Committee

Councilmember Dietz – Place 6

Member

Animal Services Advisory Committee

Audit Committee

Interview Committee-Chair

Investment Advisory Committee

Main Street Committee

Liaison

Building and Standards Commission

Economic Development Corporation -

Alternate

Senior Center Advisory Board

Councilmember Sheridan – Place 7

Member

Main Street Committee

Liaison

Economic Development Corporation

Agenda No.

CITY COUNCIL MEMORANDUM

**City Council
Meeting:**

July 21, 2026

Department:

City Secretary

Subject:

**Presentation of the Schertz City Flag to Ms. Allison Heyward
(Mayor Rodriguez/CM Steve Williams)**

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: City Secretary
Subject: Municipal Clerk's Office Achievement of Excellence Award-
Presenter City Secretary Shelley Goodwin, TRMC, MMC, City of
Rockport, TX

BACKGROUND

The Municipal Clerk's Office Achievement of Excellence Award is awarded by the Texas Municipal Clerks Association, Inc. (TMCA), to recognize excellence in the effective and efficient management of resources in a Municipal Clerk's Office. Goals of the Award program include:

- Recognizing Municipal Clerk's Offices that meet certain professional requirements.
- Promotion of the Municipal Clerk's Office within the community.
- Recognizing the Municipal Clerk's Office's engagement with its citizens, elected officials, and staff.
- Recognizing the efficient management of resources by the Municipal Clerk's Office.
- Recognizing demonstrated compliance with local, state, and Federal standards implemented by the Municipal Clerk's Office.

The Municipal Clerk's Office Achievement of Excellence Award is open to all offices of Texas Registered Municipal Clerks and the municipality they represent.

The Achievement of Excellence Award covers a period of two years.

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: City Secretary
Subject: Minutes-Approval of the minutes from the July 7, 2026 Regular Council Meeting (Deputy City Secretary Sheree Courney/Assistant City Secretary Irene Chavez)

Attachments

Draft minutes 07-07-2026

DRAFT

MINUTES REGULAR MEETING July 7, 2026

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on July 7, 2026, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present: Mayor Ralph Rodriguez; Mayor Pro Tem Mark Davis; Councilmember Michelle Watson; Councilmember Paul Macaluso; Councilmember Ben Guerrero; Councilmember Robert Westbrook; Councilmember Sarah Dietz; Councilmember Robert Sheridan

Staff present: Steve Williams, City Manager; Daniel Santee, City Attorney; Brian James, Deputy City Manager; Sarah Gonzalez, Assistant City Manager; Sheila Edmondson, City Secretary; Sheree Courney, Deputy City Secretary

Call to Order

Mayor Rodriguez called the meeting to order at 6:00 p.m.

Opening Prayer and Pledges of Allegiance to the Flags of the United States and State of Texas. (Mayor Pro Tem Davis)

Mayor Pro Tem Davis provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and the State of Texas.

Proclamations

National Park and Recreation Month-July 2026

Mayor Rodriguez presented the National Park and Recreation Month Proclamation to Director of Parks, Recreation & Community Services Lauren Shrum and her staff.

Employee Introductions

Mayor Rodriguez recognized City Department Leaders who introduced the following new staff:

- Engineering: Omar Rodriguez - Engineer
- GIS: Alison Stehle - GIS Manager, Angelica Gonzales - GIS Specialist
- Police Department: Juliana Garza - Crime Analyst
- Police Dispatch: Felicia Campos - Public Safety Communications Manager, Neriah

- Goodman - Public Safety Communications Officer
- Utility Billing: Lynell Jackson - Utility Billing Specialist

Presentations

Presentation of the TAMIO Awards: Presented to the Public Affairs Department at the 2026 Texas Association of Municipal Information Officers Conference (K.Haynes)

Mayor Rodriguez recognized Director of Public Affairs Krystal Haynes, who presented the recently received TAMIO Awards from the Texas Association of Municipal Information Officers during the 2026 conference held in Austin, Texas. The received awards included:

- Report - FY 23/24 PAFR Award of Excellence - 2nd Place
- Special Publication - New Resident Guide Award of Excellence - 2nd Place
- Best Social Media Post - Schertz Traffic Jamz Award of Excellence - 2nd Place

City Events and Announcements

- Announcements of upcoming City Events (B.James/S.Gonzalez)

Assistant City Manager Sarah Gonzalez provided the announcement of upcoming city events.

- Announcements and recognitions by the City Manager (S.Williams)

City Manager Steve Williams provided kudos to Sanitarian Ruben Lara, who has become a state licensed Code Enforcement Officer and recognized Assistant City Engineer John Nowak, who was appointed to the Alamo Area Metropolitan Planning Organization (AMPO) Transportation Committee, for which City Engineer Kathryn Woodlee will serve as his back-up. He also announced the following promotions:

- Anthony Luna from Water Wastewater Operator Trainee to Operator I
- Mark Shadle from Wastewater Operator Trainee to Operator I
- Christina Timke from Permit Tech to Administrative Assistant
- Jacob Amerson from Fire Prevention Specialist to Deputy Fire Marshal
- Luis Gonzalez from Animal Services Officer to Police Cadet
- Richard Davis from Paramedic to Community Health Coordinator
- Diego Martinez from Parks Maintenance Technician I to Parks Maintenance Technician II
- Kathryn Scheel from Recreation Specialist to Purchasing Specialist

Lastly, Mr. William shared information he received by letter recognizing Deputy City Secretary Sheree Courney, who was nominated for the Texas Deputy Municipal Clerk of the Year Award by the Alamo Chapter of the Texas Municipal Clerks Association. As a finalist, Ms. Courney will be recognized during the Texas Municipal Clerks Association Advance Institute and Award Event, to be held in October in The Woodlands, TX.

- Announcements and recognitions by the Mayor (R.Rodriguez)

Mayor Rodriguez recognized all the City of Schertz staff for the work and effort

implemented during the successful Jubilee celebration this year.

Hearing of Residents

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Mayor Rodriguez recognized the following residents:

Claire Layton, 12231 Lost Meadows Drive, expressed gratitude for the work of Joel Tanner, whose efforts led to the donation of 190 acres that became Crescent Bend Nature Park, and thanked the City of Schertz Parks and Recreation staff for their continued maintenance of the park. She emphasized the need for an outdoor educational pavilion to support the park's educational programming and noted that the pavilion is included in future plans. She further shared that, following Mr. Tanner's passing, her neighborhood group donated funds toward construction of the pavilion in his memory and requested that the project be prioritized so that Ms. Tanner could see her husband's lasting legacy recognized through its completion.

Maggie Titterington, 1730 Schertz Parkway, expressed her appreciation for the City's Jubilee celebration and commended staff for their efforts in planning and delivering a successful event. She provided Chamber updates, including upcoming events and the Leadership Core Graduation, noting that it was the program's largest graduating class and included three City of Schertz employees: Krystal Haynes, Devan Christenson, and Kelly Kallies. She also reported that she and the Chamber's Government Affairs Liaison, Michael Carpenter, are developing the Chamber's legislative agenda and requested input from City officials, noting that the agenda must be finalized before the end of the year. In closing, she shared updates from the Schertz Historical Preservation Committee, including plans to announce a new historical marker in August and the development of an 18-month calendar.

Greg Sebold and Kari Flanagan, 3841 Greenridge & 3921 Pecan Ct., expressed concerns regarding stormwater infrastructure damage in his community, Scenic Hills, following the heavy rainfall event on May 27. He stated that stormwater diverted from an adjacent development contributed to the collapse of the community's private stormwater system for the second time, resulting in an estimated \$87,000 in immediate repair costs, with additional repairs anticipated. He referenced provisions of the Texas Water Code regarding diverted surface water and asserted that responsibility for the damage should rest with the entity diverting the water. Mr. Sebold noted that a previous infrastructure failure had resulted in significant repair costs shared by

community residents and requested that the City review the matter and take appropriate action to help address the situation.

Consent Agenda Items

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1. **Minutes**-Approval of the minutes from the June 16, 2026 Workshop Meeting and the June 16, 2026 Regular Council Meeting (S.Edmondson/S.Courney/I.Chavez)
2. **Resolution 26-R-082** - Approving and authorizing a Water CCN Transfer Agreement and Water CCN Transfer from Green Valley Special Utility District to the City of Schertz to amend Water CCN boundaries and other matters in connection therewith. (B.James/K.Woodlee)
3. **City Council Boards, Committees, and Commissions**
 - **Resignations, Removals, and Expiring Terms**
 - Economic Development Corporation: Eryn McElroy resignation effective June 16, 2026.
 - Parks and Recreation Advisory Board: Chris Castoro resignation effective June 22, 2026.
4. **Resolution 26-R-077** - Authorizing a Purchase Agreement with Sterling McCall Ford for one ambulance re-mount for Fiscal Year 2026/2027 (S.Williams/J.Mabbitt)
5. **Resolution 26-R-078** - Authorizing an amendment to an agreement with Halff Associates for the West Dietz Creek Trail Project (S.Gonzalez/L.Shrum)

Mayor Rodriguez asked if any items needed to be removed for separate action.

Councilmember Sheridan requested Agenda Item #2 regarding Resolution 26-R-082 be removed for separate action.

Mayor Rodriguez asked for a motion to approve Consent Agenda Items # 1, 3, 4, and 5.

Moved by Councilmember Michelle Watson, seconded by Councilmember Robert Sheridan

AYE: Mayor Pro Tem Mark Davis, Councilmember Michelle Watson,
Councilmember Paul Macaluso, Councilmember Ben Guerrero,
Councilmember Robert Westbrook, Councilmember Sarah
Dietz, Councilmember Robert Sheridan

Passed

Mayor Rodriguez recognized Councilmember Sheridan to address the removal of Agenda Item #2 — Resolution 26-R-082 from Consent.

Councilmember Sheridan requested additional information to understand the reason for this transfer. City Engineer Kathryn Woodlee explained that the need for the transfer comes from a property owner that is looking to develop a small piece of land for commercial purposes. This particular property sits outside the City limits for which Green Valley's CCN provides water service. Green Valley does not have the infrastructure capacity to serve this piece of land, but the City does. After an evaluation of the case, staff is proposing to provide the water service, as this would not require any additional upgrades and the current infrastructure can supply the need.

No additional discussion occurred.

Mayor Rodriguez asked for a motion to approve Agenda Item #2 Resolution 26-R-082.

Moved by Councilmember Robert Sheridan, seconded by Councilmember Michelle Watson

AYE: Mayor Pro Tem Mark Davis, Councilmember Michelle Watson,
Councilmember Paul Macaluso, Councilmember Ben Guerrero,
Councilmember Robert Westbrook, Councilmember Sarah Dietz,
Councilmember Robert Sheridan

Passed

Discussion and Action Items

6. **Resolution 26-R-075-** Ordering the November 3, 2026, City of Schertz Joint General Election with Comal County, Bexar County and Guadalupe County and making a provision for the conduct of the election; authorizing contracts with the County Clerk of Comal County and the Election Administrators of Bexar and Guadalupe Counties to conduct this election and authorizing these elections to be held as Joint Elections (Mayor/S.Edmondson)

Mayor Rodriguez recognized City Secretary Sheila Edmondson, who brought forward Resolution 26-R-075- Ordering the November 3, 2026, City of Schertz Joint General Election with Comal County, Bexar County and Guadalupe County and making a provision for the conduct of the election; authorizing contracts with the County Clerk of Comal County and the Election Administrators of Bexar and Guadalupe Counties to conduct this election and authorizing these elections to be held as Joint Elections.

Mayor Rodriguez opened the floor to Council for discussion.

No discussion occurred.

Mayor Rodriguez asked for a motion to approve Resolution 26-R-075.

Moved by Councilmember Michelle Watson, seconded by Mayor Pro Tem Mark Davis

AYE: Mayor Pro Tem Mark Davis, Councilmember Michelle Watson,
Councilmember Paul Macaluso, Councilmember Ben Guerrero,
Councilmember Robert Westbrook, Councilmember Sarah Dietz,
Councilmember Robert Sheridan

Passed

**7. Ordinance 26-M-029 - Amending Council Rules of Conduct and Procedure:
Appointment Process for City Council Liaison Positions
(Mayor/S.Edmondson/S.Courney)**

Mayor Rodriguez recognized Deputy City Secretary Sheree Courney, who introduced Ordinance 26-M-029 - Amending Council Rules of Conduct and Procedure: Appointment Process for City Council Liaison Positions. Ms. Courney provided the proposed City Council Liaison Assignment Policy, including a discrepancy between Sections A and B. Section A limited eligibility for appointed City Council liaisons to elected council members, while Section B referenced both newly elected and appointed council members temporarily assuming liaison assignments. Council was asked to provide direction on whether Section A should also include appointed council members.

Ms. Courney then reviewed the proposed liaison assignment procedures from the Workshop meeting, including:

- Biennial review of liaison assignments following regular elections beginning in December 2026.
- Temporary continuation of predecessor assignments by newly elected or appointed council members until the next scheduled review.
- Assignment selection based on seniority while maintaining continuity and providing opportunities for rotation.
- Procedures for reassignment, removal of liaisons, and the defined role and responsibilities of council liaisons, including communication, observation, and maintaining neutrality when attending board, commission, and committee meetings.

During discussion, Council requested the following revisions:

- Clarify language by referring separately to the "Mayor and Council" rather than collectively as "Council" where appropriate.
- Specify that the Mayor will make the first assignment selection, followed by council members in order of seniority.
- Clarify the selection process for board memberships and liaison assignments. Council discussed several approaches. It was decided that each member would choose one board member position and one board liaison position during each round until all positions have been accounted for to address the differing workloads associated with board memberships versus liaison roles.
- Recognize that certain board appointments are multi-year terms and should not be affected by the regular assignment selection process.

Following discussion, Council directed Ms. Courney to revise the policy language to

reflect the requested changes and return the revised policy for review and formal adoption at a future meeting rather than approving it as amended during the current meeting.

No action was taken.

8. Boards, Commissions and Committees: Assign City Council Liaisons to Boards, Commissions and Committee (Mayor Rodriguez)

No action was taken.

Public Hearings

9. Ordinance 26-S-015 - Conduct a public hearing and consider a request to amend the Comprehensive Land Use Plan - Future Land Use Map from Local Corridor to Industrial Hub on approximately 2.1 acres of land, known as 6615 FM 482, specifically known as Comal County Property Identification Numbers 428461 and 78974, City of Schertz, Comal County, Texas (B.James/L.Wood/D.Marquez)

Mayor Rodriguez recognized Senior Planner Daisy Marquez who introduced Ordinance 26-S-015, proposing amendments to the comprehensive Land Use Plan - Future Land Use Map from Local Corridor to Industrial Hub on approximately 2.1 acres of land, known as 6615 FM 482, specifically known as Comal County Property Identification Numbers 428461 and 78974, City of Schertz, Comal County, Texas.

Ms. Marquez provided a map outlining the subject property and adjacent land. She explained the restrictions under the Industrial Hub designation and stated that the proposed designation was inconsistent with the Comprehensive Plan, particularly the vision for Focus Area Five, which emphasizes preserving the area's historic character, supporting nearby residential uses, and encouraging retail and commercial destinations rather than industrial development. Ms. Marquez stated that seven (7) public notices were sent on May 21, 2026, with one (1) response in opposition received to date. A public notice was published in the San Antonio Express on June 17, 2026, and a sign was placed on the property by the applicant. The Planning and Zoning Commission met on June 3, 2026, and recommended denial with a unanimous vote. Staff recommended denial of Ordinance 26-S-015 citing inconsistency with the objective and policies of the Comprehensive Land Use Plan and does not correct mapping errors or deficiencies in the adopted Comprehensive Land Use Plan.

Mayor Rodriguez recognized the applicant, Mr. Zahrooni, who stated that he is a military veteran and owner of a veteran-owned trucking business serving Schertz and the surrounding area. He explained that the property's location near railroad tracks, the Amazon facility, quarries, asphalt plants, construction yards, and the heavy truck traffic along FM 482 makes it more appropriate for industrial or business use than the current Local Corridor designation. Mr. Zahrooni stated that he intends to develop the property as a secured equipment storage yard with office space to support his business operations, improve equipment security, and accommodate future growth. He added that the project

would generate tax revenue, create jobs, and continue serving the community. He asked Council to approve the land use amendment and subsequent zoning change, noting that his request was supported by three residents.

Mayor Rodriguez opened the Public Hearing at 7:18 p.m.

The following individual came forward to speak:

Salvador Flores, Bendicion Engineering, expressed support for the proposed land use change, stating that the property's location near the railroad tracks, Amazon facility, and surrounding industrial and commercial uses make it more suitable for business or industrial development than retail or residential uses. Mr. Flores added that Mr. Zahrooni intends to improve the property, establish his business in Schertz, and contribute to the community.

Mayor Rodriguez closed the Public Hearing at 7:20 p.m.

Mayor Rodriguez opened the floor to Council for discussion.

Councilmembers questioned Ms. Marquez about nearby residences, public input, and the intent of the Comprehensive Land Use Plan. She confirmed that three residents supported the request, while one opposed it. She explained that the Comprehensive Plan, adopted in 2024 after extensive public engagement, identifies the area for future retail and commercial development rather than industrial uses. She clarified that the applicant is proposing an outdoor equipment storage yard with a small office building and that any future development would be required to meet all applicable City development standards.

Mayor Rodriguez asked for a motion to approve Ordinance 26-S-015.

Moved by Mayor Pro Tem Mark Davis, seconded by Councilmember Michelle Watson

AYE: Mayor Pro Tem Mark Davis, Councilmember Michelle Watson,
Councilmember Sarah Dietz, Councilmember Robert Sheridan

NAY: Councilmember Paul Macaluso, Councilmember Ben Guerrero,
Councilmember Robert Westbrook

Passed

- 10. Ordinance 26-S-016** - Conduct a public hearing and consider a request to rezone approximately 2.1 acres of land from Pre-Development District (PRE) to General Business District-II (GB-2), known as 6615 FM 482, specifically known as Comal County Property Identification Numbers 428461 and 78974, City of Schertz, Comal County, Texas (B.James/L.Wood/D.Marquez)

Mayor Rodriguez recognized Senior Planner Daisy Marquez who introduced Ordinance 26-S-016, a request to rezone approximately 2.1 acres at 6615 DM 482 from

Pre-Development District (PDD) to General Business 2 (GB-2) to allow an office/warehouse with outdoor storage. Ms. Marquez stated that seven (7) public notices were sent on May 21, 2026, with two (2) neutral responses received to date. A public notice was published in the San Antonio Express on June 17, 2026, and a sign was placed on the property by the applicant. The Planning and Zoning Commission met on June 3, 2026, and recommended denial with a unanimous vote due to concerns regarding compatibility, truck traffic, and nearby residential uses. However, following the City Council's approval of Ordinance 26-S-015 amending the Comprehensive Land Use Plan to Industrial Hub, staff revised its recommendation to approval because the proposed GB-2 zoning is consistent with the amended City's future land use designation.

Mayor Rodriguez opened the public hearing at 7:33 p.m.

No residents came forward to speak.

Mayor Rodriguez closed the Public Hearing at 7:33 p.m.

Mayor Rodriguez opened the floor for Council discussion.

Councilmember Macaluso requested clarification that any current or future property owner would be required to develop the property in accordance with city regulations. Ms. Marquez confirmed that if approved, the property would be subject to platting, site plan review, and building permit requirements, and she provided uses permitted within the GB-2 zoning district.

Mayor Rodriguez asked for a motion to approve Ordinance 26-S-016.

Moved by Mayor Pro Tem Mark Davis, seconded by Councilmember Michelle Watson

AYE: Councilmember Paul Macaluso, Mayor Pro Tem Mark Davis, Councilmember Michelle Watson, Councilmember Ben Guerrero, Councilmember Robert Westbrook, Councilmember Sarah Dietz, Councilmember Robert Sheridan

Passed

Workshop

11. Discussion on Council Coins (Mayor Rodriguez)

Mayor Rodriguez reported that discussions have taken place regarding the City's Council challenge coins. He noted that the current inventory has been depleted, providing an opportunity for the Council to determine whether to reproduce the existing design or develop an updated version. Mayor Rodriguez recommended enhancing the challenge coin design to better reflect the City's identity and representation.

Mayor Pro Tem Davis presented a sample of the current challenge coin for the Council's review. He expressed support for updating the design and suggested creating two distinct versions: one for the Mayor's Office and another for Councilmembers. He was opposed to creating different versions for each Councilmember.

Mayor Rodriguez indicated that he would like to create a separate design for the Mayor's challenge coin.

Councilmember Westbrook recommended that the Council develop its own challenge coin design. Councilmember Watson volunteered to coordinate the collection of design ideas and feedback from Councilmembers.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

12. Schertz Young Leaders Program Application Process Update
(S.Gonzalez/L.Shrum/C.Paddock)

13. July 2026 Projects in Progress (B.James/K.Woodlee)

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff

No requests by Mayor or Councilmembers for updates or information from Staff.

- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda

Councilmember Macaluso asked for a presentation on impact fees.

- City and Community Events attended and to be attended (Council)

Mayor Pro Tem Davis attended the Jubilee and offered kudos to staff for the work done.

Councilmember Watson attended the Jubilee and she received positive feedback.

Councilmember Macaluso attended the Jubilee, and he expressed that it was a memorable experience enjoyed by many.

Councilmember Guerrero attended the Jubilee and ribbon cutting for Texas Tea Cafe.

Councilmember Westbrook attended the Jubilee and appreciated the opportunity to meet staff from different departments.

Councilmember Dietz attended the Jubilee accompanied by her family. They enjoyed an excellently executed event.

Councilmember Sheridan attended the Jubilee and offered kudos to first responders for keeping everyone safe. He also attended the Planning & Zoning Commission meeting, the CVLGC meeting, and the Schertz Historical Preservation Committee meeting.

Mayor Rodriguez attended the Jubilee and offered kudos to staff for the work done. He also attended the CVLGC meeting.

Adjournment

Mayor Rodriguez adjourned the meeting at 7:48 p.m.

ATTEST:

Ralph Rodriguez, Mayor

Sheila Edmondson, TRMC
City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: Police Department
Subject: Resolution 26-R-086 - Authorizing an Interlocal Agreement with the Schertz-Cibolo-Universal City Independent School District for the 2026-2027 School Year for School Resource Officer services (Police Chief James Lowery)

BACKGROUND

The City of Schertz Police Department has provided School Resource Officer services to SCUC ISD facilities for several years. Each year, the two entities renew an ILA to determine services and rates to be paid for the provided services. Texas Education Code requires an armed officer at each school and SCUC ISD has elected to partner with the City of Schertz Police Department to provide these services. The contract provides ten SROs and two sergeants for the unit for ten months out of the year. Of those numbers, two SROS and one sergeant will be compensated for 12 months of the year. Additionally, per the Community Safety Education Act, SROS also provides instruction on proper interaction techniques with peace officers.

GOAL

The goal of this resolution is to renew the SRO ILA to ensure it is in compliance with state law and continue to provide Schertz PD officers as SROs on campuses with the SCUC ISD.

COMMUNITY BENEFIT

The community will continue to benefit from this ILA by ensuring trained police officers are stationed at all SCUC ISD schools in the City of Schertz. This not only allows highly trained personnel to respond to any active threat, but is also available for on-campus crimes. The officers at these locations also engage in community policing practices with students, staff, and parents to ensure we have good community relations with all.

SUMMARY OF RECOMMENDED ACTION

Approve Resolution 26-R-086

FISCAL IMPACT

The ILA proposes assigning two sergeants and ten officers to fulfill the role of SROs. The City of Schertz is reimbursed at a prorated compensation rate equal to a 10/12 (83.33%) proportion for one sergeant and eight SROs, with one sergeant and two SROs reimbursed at a 12/12 (100%) rate. This compensation calculation cost for two sergeants and ten SROs to be paid to the City of Schertz is \$1,454,093.83 which includes salary, benefits, and patrol vehicle costs. The City of Schertz's share of summer salaries for one sergeant and eight officers is \$203,210.17.

RECOMMENDATION

Approve Resolution 26-R-086

Attachments

Resolution 26-R-086 with Attachments

RESOLUTION NO. 26-R-086

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN INTERLOCAL COOPERATIONS AGREEMENT WITH THE SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT (SCUC ISD) FOR SCHOOL RESOURCE OFFICER SERVICES

WHEREAS, Chapter 791 of the Texas Government Code, as amended, entitled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services; and

WHEREAS, SCUC ISD is a public school district with campuses located within the jurisdictional boundaries of CITY where the CITY presently provides law enforcement services; and

WHEREAS, SCUC ISD and CITY each find that contracting for and with respect to the governmental services described herein will result in increased efficiency, economy and enhanced public safety for the constituents of both SCUC ISD and the CITY; and

WHEREAS, SCUC ISD and CITY warrant that both possess adequate legal authority to enter into this Interlocal Agreement and their respective governing bodies have authorized each signatory official to enter into this Agreement and bind the local governments to the terms of this Agreement and any subsequent amendments hereto; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into this ILA with the SCUC ISD.

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

Section 1. The City Council hereby authorizes the City Manager to execute the Interlocal Cooperations Agreement with the SCUC ISD substantially as set forth in Exhibit A.

Section 2. 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 3. 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 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. 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 6. 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 7. 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 _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

EXHIBIT A
AGREEMENT

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT AND THE
CITY OF SCHERTZ, TEXAS**

This Interlocal Cooperation Agreement (“Agreement”) is made and entered into by and between Schertz-Cibolo-Universal City Independent School District (“the District” or “SCUC ISD”), a political subdivision acting through its Board of Trustees, and the City of Schertz, Texas (“CITY”), a political subdivision of the State of Texas acting through its City Council (CITY and SCUC ISD collectively referred to herein as the “Parties”) and in this regard hereto mutually agree and state as follows:

PREMISES

WHEREAS, Chapter 791 of the Texas Government Code, as amended, entitled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services;

WHEREAS, SCUC ISD is a public school district with campuses located within the jurisdictional boundaries of CITY where the CITY presently provides law enforcement services;

WHEREAS, SCUC ISD and CITY each find that contracting for and with respect to the governmental services described herein will result in increased efficiency, economy and enhanced public safety for the constituents of both SCUC ISD and the CITY;

WHEREAS, SCUC ISD and CITY warrant that both possess adequate legal authority to enter into this Interlocal Agreement and their respective governing bodies have authorized each signatory official to enter into this Agreement and bind the local governments to the terms of this Agreement and any subsequent amendments hereto;

NOW THEREFORE, in consideration of the mutual covenants and agreements of the Parties, it is agreed as follows:

**Article 1
LEGAL AUTHORITY AND PURPOSE**

- 1.1 The legal authority for CITY and the SCUC ISD to enter into this agreement is the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The purpose, terms, rights and duties of the parties are stated below.
- 1.2 The purpose of this Agreement is to set forth guidelines to ensure that CITY and SCUC ISD have a shared understanding of the role and responsibility of each in maintaining safe schools, improving the learning environment and supporting educational opportunities for all students.
- 1.3 The mission of the School Resource Officer (“SRO”) program is to place a community law enforcement officer(s) on each physical SCUC ISD campus to build working relationships with schools, students, parents, staff and visitors; to address on-site security; to maintain safe schools; to serve as a positive role-model for students; and to provide a direct link with the CITY.

Article 2
SRO PROGRAM STRUCTURE

- 2.1 Under this framework, the SROs are first and foremost law enforcement officers and employee for the CITY and not the District. The SROs shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the CITY. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SROs. Enforcement of the Student Code of Conduct is the responsibility of teachers and administrators. The SROs shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.
- 2.2 Although the SROs have been placed in a formal educational environment, the SROs retain official duties of law enforcement officers. The SROs shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued, and arrests made when appropriate and in accordance with Texas law and CITY policy. The SROs or the CITY will have the final decision on whether criminal charges shall be filed. The CITY reserves the right to temporarily remove SROs in the event that additional officers are needed during a critical incident, natural disaster or for immediate service of public safety.
- 2.3 The SROs are not formal counselors or educators and will not act as such. However, with the agreement of CITY, the SROs may be used as a law enforcement resource to assist students, faculty, staff, and all persons involved with the school. The SROs can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SROs may use these opportunities to build rapport between the students, families and staff.
- 2.4 The SROs will confer with the principal or other appropriate administrator, as needed, to develop plans and strategies to prevent and/or minimize dangerous situations and criminal activity on or near the campus or involving students at school-related activities.
- 2.5 SROs shall be hired pursuant to CITY hiring policies, shall be fully qualified as police officers in the State of Texas and shall primarily be directed by the Chief of Police and other officers of the police force of the CITY to patrol and provide a police presence on such properties and campuses owned or leased by SCUC ISD as set forth herein.

Article 3
SERVICES TO BE PROVIDED

The CITY will be responsible for the following:

- 3.1. Providing ten (10) commissioned law enforcement SRO officers and 2 SRO sergeants licensed by the State of Texas for service as a school resource officer (SRO) to be assigned to SCUC ISD. SROs will be assigned to work for full school calendar years, which generally includes one hundred eighty-seven (187) days for eight (8) hours per day encompassing the beginning and end time of the school per the bell schedule listed on the District Calendar. One Hundred eighty-seven (187) days shall represent the total number of days school is in session and days school is not in

session but are on-campus workdays for teachers. The number of SROs that will serve at each of the following SCUC ISD campuses ("Service Area"), SRO sergeants will make every effort to maintain consistency in personnel being assigned to a fixed service area, but daily personnel changes may be necessary to fill the campuses:

- Rose Garden Elementary School (One SRO)
- Green Valley Elementary School (One SRO)
- Norma J. Paschal Elementary School (One SRO)
- Schertz Elementary School (One SRO)
- John A. Sippel Elementary School (One SRO)
- Laura Ingalls Wilder Intermediate School (One SRO)
- Ray D. Corbett Junior High School (One SRO)
- Samuel Clemens High School (Two SROs)
- Allison L. Steele Advanced Learning Center & District Alternative Education Program (combined) (One SRO)

Before and after school or while school is not in session, SROs shall perform their duties at all other District owned premises. Nothing in this Agreement shall limit an SRO from performing necessary law enforcement officer duties as set forth herein or required by City protocols or policy on school district premises.

3.1.1 Providing two (2) supervising sergeant SROs to coordinate campus-assigned SROs. The supervising SROs will be responsible for ensuring staffing levels are maintained in the case of an absence of a campus-assigned SRO. The Tactical supervising sergeant SRO will be the primary point of communication, while the Administrative supervising sergeant SRO will be the secondary point of communication, between SCUC ISD and the CITY for matters related to SROs. The Chief of Police will designate which supervising sergeant SROs is assigned to the Tactical or Administrative

3.1.2 The SRO sergeants will not be permanently assigned to a campus. Both will serve in a "roving" capacity to support campus SROs and substitutes for an absent campus-assigned officer. The second roving sergeant not being assigned to a campus is contingent upon the City staffing a minimum of 5 campuses/sites (DAEP and Allison Steele are considered one site) with full time SROs.

3.1.3 The Chief of Police may designate one of the supervising SROs to serve on the SCUC ISD Safety and Security Committee per section 4.12.

3.1.4 If for reasons beyond the CITY'S control due to staffing, such as unforeseen sick leave, injury, position vacancies, etc., the supervising sergeant SROs will be authorized and responsible for attempting to schedule off-duty officers to ensure an SRO is on each designated campus

3.2 The Parties acknowledge the importance of having the same SROs present in SCUC ISD in order to promote continuity and familiarity with SCUC ISD and its students, families and staff. To that end, the Parties agree that every effort should be made to designate the same SROs to provide security at the same campus, whenever possible.

- 3.3 The SROs shall follow the policies and procedures of SCUC ISD to the extent those policies do not conflict with the policies and procedures of the CITY.
- 3.4 The SROs will coordinate and cooperate with the SCUC ISD Superintendent and other SCUC ISD administrative staff in carrying out their duties as SROs. The CITY retains final authority over the SROs' law enforcement responsibilities. The SROs may, however, take the school's requests into consideration, as the officer deems appropriate.
- 3.5 SCUC ISD and CITY at least annually will evaluate the number of SROs to be provided and may increase or decrease the number of SROs by mutual agreement.
- 3.6 SROs DUTIES: The ultimate goal of the SRO is to maintain a peaceful environment that allows the learning process to continue uninterrupted. The duties performed by the SROs include, but are not limited to, the following:
- a. Establish a bond and act as liaison between the CITY and school administrators and students in an effort to reduce or eliminate the opportunity for crime, project a positive image of the CITY and improve the quality of life within the school and community.
 - b. Patrolling areas within or in the vicinity of the geographical boundaries of SCUC ISD to protect all students, families, personnel and visitors.
 - c. Being a visible presence during the school day in order to assist the SCUC ISD administration with general public safety services during school hours.
 - d. Helping SCUC ISD administrators maintain the peace and/or address a breach of the peace as needed.
 - e. Engaging in all law enforcement activities arising from the enforcement of criminal laws or SCUC ISD policies and rules, including, but not limited to, intervening in and investigating alleged crimes or violations of SCUC ISD rules, issuing citations, transporting arrested persons, completing follow-up activities, filing of affidavits and complaints and participating in legal proceedings resulting from the law enforcement services provided in accordance with this Agreement.
 - f. Responding to calls for services during the course of the regular school day or when serving in support of an official SCUC ISD extracurricular or after-school activity.
 - g. Assisting in providing security as needed for after-hour activities and events taking place at SCUC ISD facilities.
 - h. Accompanying outside service providers during random canine searches conducted on SCUC ISD property.
 - i. Preventing property loss due to theft or vandalism.

- j. Providing traffic control as needed.
 - k. Assisting SCUC ISD with its Emergency Operation Plan.
 - l. Assisting with school safety projects, scheduling and maintaining emergency drills, emergency response, security reviews and after-action reviews within SCUC ISD.
 - m. Providing training for staff as requested by the SCUC ISD Superintendent.
 - n. Serving as a resource for law enforcement education at the request of the SCUC ISD Superintendent, such as speaking to classes on the law, search and seizure, drugs or motor vehicle laws.
 - o. Maintaining the confidentiality of student records as required by the Family Educational Rights and Privacy Act. The SROs shall not disclose to CITY any education records of a student which the SROs obtain by virtue of the SROs' position with the school unless such information is obtained by the SROs in the course and scope of performing their duties in accordance with this Agreement. The SROs shall not provide student education records to other law enforcement agencies or other agencies or parties informally for external investigations or any other reasons.
 - p. Preparing reports and documentation related to events occurring within the geographic boundaries of SCUC ISD, to the extent such information is required by law or SCUC ISD policy or CITY procedures.
 - q. As per Community Safety Education Act, SROs will provide high school students the required instruction on proper interaction with peace officers.
- 3.7 When the SROs takes a person into custody in the course of performing their duties on behalf of SCUC ISD under this Agreement, SCUC ISD shall receive notification of the incident from the CITY within the timeframe required by law and of the disposition of the individual to the extent allowed by law. In addition, to the extent permitted by applicable law, SROs shall report to SCUC ISD all information obtained during the investigation of any reported incident involving a student for the purposes of determining appropriate disciplinary actions and modifications of education programs as a result of the incident.
- 3.8 **REPORTING DUTIES:** SCUC ISD and CITY shall maintain records of every campus-based incident resulting in police involvement.
- 3.9 If it is necessary to question or interview a student at school for any purpose other than a child abuse investigation, the SROs will contact the campus principal of the student's campus. As provided by SCUC ISD Board Policy GRA (Local), the principal will:
- a. Verify and record the identity of the officer or other authority and request an explanation of the need to interview the student at school.

- b. Make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the SRO/designee raises what the principal considers to be a valid objection to the notification, the parent shall not be notified.
 - c. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer presents what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.
- 3.10 If a student at school is arrested or taken into custody by an SRO, the principal shall immediately notify the Superintendent and notify the parent or other person having lawful control of the student. If the SRO raises what the principal considers to be a valid objection to notifying the parent at that time, the principal shall not notify the parent.
- 3.11 The District and CITY agree that canine contraband services may be conducted by a third party, approved in advance by both Parties. The third-party Canine Handler will coordinate with campus administration and the SRO to plan dates for the canine searches. The procedures for the searches will be determined by the third-party canine search provider, with input from the SCUC ISD and the SRO. The CITY will manage the contract(s) with all third-party Canine Handlers.

The SCUC ISD will be responsible for the following:

- 3.12 SCUC ISD will appoint a point of contact who will be responsible for the security audit of each campus and who will consult with SROs assigned under this Agreement for input and review of each campus.
- 3.13 SCUC ISD will maintain a Multi-Hazard Emergency Operations Plan in accordance with Chapter 37 of the Texas Education Code. SCUC ISD agrees to conduct drills and exercises required by the statute, jointly with the CITY and other identified stakeholders.
- 3.14 SCUC ISD will equip each campus with a minimum of one breaching tool and one ballistic shield to support emergency response capabilities, in compliance with Texas Education Code Sec. 37.1171 and in collaboration with Schertz PD.
- 3.15 SCUC ISD will appoint School Attendance officers in accordance with Chapter 25 of the Texas Education Code who will maintain records, investigate offenses, make notifications, and file the appropriate violations in the court having jurisdiction over matters of attendance. The School Attendance officers may solicit the assistance of peace officers assigned under this Agreement to detain or escort a student in violation of Chapter 25 of the Texas Education Code.

Article 4

GENERAL DUTIES AND RESPONSIBILITIES

- 4.1 CITY agrees to perform any obligations required to maintain the SROs as commissioned law enforcement officers with full Texas peace officer status; including but not limited to, providing the SROs with any and all continuing training necessary to maintain their TCOLE certification

- and required active shooter response training, in accordance with Chapter 37 of the Texas Education Code.
- 4.2 CITY agrees to provide SCUC ISD with documentation confirming the completion of all required training for each assigned School Resource Officer (SRO). This documentation shall be submitted to the District for compliance and reporting purposes when the school year begins and as needed when new SRO personnel are brought on-line.
 - 4.3 The SROs assigned to SCUC ISD shall be subject to the approval of the SCUC ISD Superintendent and CITY. SCUC ISD understands that CITY may rotate or change any officer assigned to serve as an SRO; provided, however, that the Superintendent may refuse any particular officer assigned as an SRO and require assignment of a different officer.
 - 4.4 The Parties agree that every effort should be made to schedule and/or designate vacation days, compensatory time, and other days off at times when school is not in session or at other times when the absence of SROs will not otherwise cause unnecessary risks.
 - 4.5 Any properly licensed officer providing SRO services under this Agreement shall be vested with all powers, privileges, and immunities of a peace officer within all territory contained in the boundaries of SCUC ISD and while on any property under the control and jurisdiction of SCUC ISD or otherwise in the performance of his/her duties under the guidelines of SCUC ISD policies and regulations.
 - 4.6 CITY authorizes the assigned SROs to carry a weapon and act as a peace officer at all times, in his/her official capacity. Likewise, SCUC ISD specifically authorizes each SRO to carry a weapon in performing services at all schools and property within SCUC ISD. When not on duty as SROs, the officers' rights to carry a firearm will be governed by provisions and rules set forth by TCOLE and CITY and District Policies CKE (Legal) and GKA (Legal).
 - 4.7 As CITY employees, any disciplinary action taken against the SROs shall follow the policy and procedure set forth in the employee handbook of CITY and the Schertz Police Department's Policies.
 - 4.8 SCUC ISD will report all required student misconduct to the CITY in accordance with Texas Education Code § 37.015. CITY will make all reports regarding students as required by Texas Code of Criminal Procedure Art. 15.27.
 - 4.9 SROs are designated as "school officials" under SCUC ISD Policy FL (Local) for purposes of access to student records to enable the SROs to perform the duties set out in this Agreement and pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.
 - 4.10 The Parties shall each monitor, review and provide oversight and supervision of the services as they are provided and each agree to notify the other as soon as reasonably possible in the event the level or quality of any scheduling, operating, service or performance issue becomes unsatisfactory.
 - 4.11 The Parties agree that they will use their best reasonable efforts to coordinate media relations pertaining to law enforcement incidents and investigations occurring pursuant to this Agreement

prior to the release of information whenever possible. Information will only be released by a Party in accordance with established law and its existing policies and procedures or as otherwise agreed to by the Parties.

- 4.12 Nothing in this Agreement prevents SCUC ISD from continuing its practice of hiring off-duty police officers to provide security at sporting events, after-hour activities, or other events. This Agreement shall not govern off-duty peace officers hired for these purposes.
- 4.13 The Chief of Police for the CITY or his designee will serve as a member of the SCUC ISD School Safety and Security Committee.

Article 5

FINANCIAL RESPONSIBILITIES & EQUIPMENT

- 5.1 SROs are employees of CITY and not SCUC ISD. CITY shall provide the SROs with all wages, salaries, or other compensation, and benefits of similarly situated and classified employees of the CITY. CITY shall also be directly responsible for the payment of all payroll taxes, bond costs, retirement contributions, overtime, social security taxes, if any, and all other payroll expenses.
- 5.2 SCUC ISD will be responsible to CITY for any overtime charges associated with, the provision of services under this Agreement.
- 5.3 SCUC ISD shall pay CITY at the rates and amounts set forth in **Attachment A** for the actual time spent by any substitute SRO as if they were the standard assigned SRO.
- 5.4 CITY shall invoice SCUC ISD quarterly, in accordance with the rates and amounts set forth in **Attachment A**, for the services rendered within thirty (30) days of the completion of the quarter. SCUC ISD shall pay CITY for the services rendered within thirty (30) days of the date that the invoice is received by SCUC ISD.
- 5.5 At all times during this Agreement, the proportionate cost allocation methodology utilized to determine amounts due to the CITY for the provision of services outlined herein shall be based on actual direct costs incurred by the CITY to supply these services to SCUC ISD. At no time may the CITY receive a profit under the terms of this Agreement.
- 5.6 The Parties acknowledge that the cost to CITY of providing the services described herein may change over time. Hence, the Parties agree that CITY may change the compensation rates by providing written Notice of Rate Change to SCUC ISD at least sixty (60) days prior to the effective date of the rate change. Such Notice of Rate Change shall include an itemization of costs that conforms to the required allocation methodology contained within Texas Education Code 37.081. If SCUC ISD does not agree to continue to receive services at the rates stated in the Notice of Rate Change, SCUC ISD and the City will make a good faith effort to arrive at a mutually-agreed-upon rate change prior to the effective date of the rate change. If the parties cannot arrive at a mutually-agreed-upon rate change, SCUC ISD may unilaterally terminate this Agreement upon thirty (30) days written notice. If SCUC ISD does not terminate this Agreement, SCUC ISD will be deemed

to have accepted the rate change and shall pay the rates stated in the Notice of Rate Change for any services provided by the CITY pursuant to this Agreement on or after the effective date of the rate change.

- 5.7 CITY will provide services of one sergeant and two full-time SROs during the summer months. Attachment A will reflect the 12-month assignment of these SROs.
- 5.8 SCUC ISD will pay for any additional SRO training that SCUC ISD may require unrelated to TCOLE training requirements after having been provided notice of this additional cost and agreeing to such payment prior to the training.
- 5.9 The Parties agree to provide the following equipment and materials to the SROs:
 - a. At its own cost, CITY shall furnish the SROs with all equipment routinely assigned to law enforcement personnel who serve the City. CITY will maintain and service all equipment used by the SROs in providing services to SCUC ISD. Equipment includes, but is not limited to, uniforms, computers and computer equipment, firearms, radios, and all other devices used by CITY law enforcement personnel in the performance of their duties. CITY will also provide a fully equipped patrol car to each SRO. Attachment A will reflect the prorated portion of the charge for equipment
 - b. SCUC ISD will provide the SROs with office space on school property, a telephone, computer, and other office equipment to perform duties under this Agreement, and as mutually agreed by the Parties. SCUC ISD will provide a secure gun safe of an agreed-upon make and model. SCUC ISD will provide the SROs with a map and personnel roster for each campus and Central Office.
 - c. CITY will provide the SROs with access to its facilities as needed to conduct law enforcement business regarding the securing of evidence in crimes and interviewing individuals in connection with a criminal investigation into crimes conducted on school property or in conjunction with a school event or activity.

Article 6

RELATIONSHIP BETWEEN THE PARTIES

- 6.1 Notwithstanding any provision to the contrary herein, this Agreement is a contract for and with respect to the performance of governmental functions by governmental entities. The relationship of SCUC ISD and CITY shall, with respect to that part of any service or function undertaken as a result of or pursuant to this Agreement, be that of independent contractors.
- 6.2 Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venture, or any other similar such relationship.
- 6.3 Officers employed by CITY and assigned by CITY to serve as SROs at SCUC ISD are and will remain employed by the CITY.

- 6.4 CITY shall have no liability whatsoever for or with respect to SCUC ISD's use of any SCUC ISD property or facility, or the actions of, or failure to act by, any employees, subcontractors, agents or assigns of SCUC ISD. SCUC ISD covenants and agrees that:
- a. SCUC ISD shall be solely responsible, as between SCUC ISD and CITY and the agents, officers and employees of CITY, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by SCUC ISD or its agents, officers, employees, and subcontractors, while on SCUC ISD property or while using any SCUC ISD facility or performing any function or providing or delivering any service undertaken by SCUC ISD pursuant to this Agreement.
 - b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, SCUC ISD hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, reasonably expected to insure SCUC ISD and its agents, officers, and employees from any and against any claim, cause of action or liability arising out of or from the action, omission, or failure to act by SCUC ISD, its agents, officers, employees, and subcontractors in the course of their duties.
- 6.5 SCUC ISD shall have no liability whatsoever for or with respect to CITY's use of any CITY property or facility, or the actions of, or failure to act by, any employees, subcontractors, agents, or assigns of CITY. CITY covenants and agrees that:
- a. CITY shall be solely responsible, as between SCUC ISD and the agents, officers, and employees of the SCUC ISD, for and with respect to any claim or cause of action arising out of or with respect to any act, omission, or failure to act by CITY or its agents, officers, employees, and subcontractors, while on CITY property or while using the any of CITY's facilities or performing any function or providing or delivering any service undertaken by the CITY pursuant to this Agreement.
 - b. For and with respect to the services to be provided by CITY to SCUC ISD pursuant to this Agreement, CITY hereby contracts, covenants, and agrees to obtain and maintain in full force and effect, during the term of this Agreement, a policy or policies of insurance, or risk pool coverage, in the amounts sufficient to insure CITY and its agents, officers, and employees from and against any claim, cause of action, or liability arising out of or from the action, omission, or failure to act by CITY, its agents, officers, employees, and subcontractors in the course of their duties.
- 6.6 It is specifically agreed that, as between the Parties, each party to this Agreement shall be individually and respectively responsible for responding to, dealing with, insuring against, defending, and otherwise handling and managing liability and potential liability pursuant to this Agreement. Each Party hereto reserves and does not waive any defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from the services provided and/or any circumstances arising under this Agreement. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither CITY nor SCUC ISD shall be held legally liable for any claim or cause of action arising

pursuant to, or out of the services provided under, this Agreement except as specifically provided herein or by law.

- 6.7 Each party hereto reserves and does not waive any immunity or defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from the services provided and/or any circumstance arising under the Agreement. Neither SCUC ISD nor CITY waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas on behalf of itself, its trustees, council members, officers, employees, and agents.
- 6.8 No term or provision of this Agreement shall benefit or obligate any person or entity not a party to it. This Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither CITY nor SCUC ISD shall be held legally liable for any claim or cause of action arising pursuant to, or out of the services provided under, this Agreement except as specifically provided herein or by law. The Parties hereto shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.
- 6.9 Nothing in this Agreement shall be deemed to extend, increase or limit the jurisdiction or authority of any of CITY or SCUC ISD except as necessary to implement, perform and obtain the services and duties provided for in this Agreement. Save and except only as specifically provided in this Agreement, all governmental functions and services traditionally provided by SCUC ISD, and all governmental and proprietary functions and services traditionally provided by City, shall be and remain the sole responsibility of each such party.

Article 7 **TERM**

- 7.1.1 The initial term of this Agreement shall commence upon approval by both parties and continue through August 31, 2027, unless terminated earlier, in writing, by either party. Subject to agreement on the Consideration by the Parties, this Agreement shall automatically annually renew on September 1 of each year for an additional period of twelve (12) months, unless the Parties hereto have previously exercised their right to terminate this Agreement as hereinafter provided.
- 7.1 This Agreement may be terminated at any time by either Party, without cause, by giving the other party a minimum of ninety (90) days written notice of its intention to terminate, such notice to be delivered by hand or U.S. Certified Mail to the other party.

ARTICLE 8 **NOTIFICATIONS**

- 8.1 All correspondence and communications regarding this Agreement shall be directed to:

CITY OF SCHERTZ, TEXAS

Attn: City Manager

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT
SCHOOL DISTRICT

Attn: Superintendent of Schools

Attn: City Manager
1400 Schertz Parkway
Schertz, Texas 78154

Attn: Superintendent of Schools
1060 Elbel Road
Schertz, Texas 78154

- 8.2 Notices provided pursuant to this Agreement must be in writing and hand-delivered or sent by certified mail, return receipt requested.

ARTICLE 9
MISCELLANEOUS PROVISIONS

- 9.1 This Agreement inures to the benefit of and obligates only the Parties executing it. No term or provision of this Agreement shall benefit or obligate any person or entity not a Party to it. The Parties hereto shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Agreement.
- 9.2 If any provision of this Agreement shall be deemed void or invalid, such provision shall be severed from the remainder of this Agreement, which shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Interlocal Cooperation Agreement as of the _____ day of _____, 2026.

CITY OF SCHERTZ, TEXAS

By: _____
Steve Williams, City Manager

SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT

By: _____
Paige Meloni, Superintendent

**INTERLOCAL COOPERATION AGREEMENT BETWEEN SCHERTZ-CIBOLO-UNIVERSAL CITY INDEDEPENDANT
SCHOOL DISTRICT AND THE CITY OF SCHERTZ, TEXAS**

ATTACHMENT "A"

Rate of pay for SZPD personnel and equipment assigned to the SCU ISD is based on the following proportionate cost allocation methodology that allows SZPD to recoup direct costs incurred as a result of this ILA, and the SZPD does not profit under said ILA:

	OFFICER	SERGEANT
Salary & Benefits	\$110,203.00 (Step 4)	\$157,637.00 (Step 5)
Patrol Vehicle (\$100K – 5-year service life)	\$20,000.00	\$20,000.00
TOTAL	\$130,203.00	\$177,637.00

SROs will be assigned to SCUC ISD and billed at a 10/12 ratio, unless otherwise stated*:

	OFFICER	SERGEANT
10 months TOTAL	\$108,502.50	\$148,030.83

SRO ANNUAL COST		
10 months	\$868,020.00 (8 SROs)	\$148,030.83 (1 Sergeant)
12 months	\$260,406.00 (2 SROS)	\$177,637.00 (1 Sergeant)
SUB TOTAL	\$1,128,426.00	\$325,667.83
TOTAL CONTRACT		\$1,454,093.83

*Two SROs and One Sergeant assigned to SCUC ISD for full 12 months.

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: Parks, Recreation & Community Service
Subject: Resolution 26-R-081 — Authorizing a Memorandum of Understanding with Schertz-Cibolo-Universal City Independent School District for the Schertz Young Leaders Program. (Recreation Manager Cassie Paddock)

BACKGROUND

The Schertz Young Leaders Program was established in 2022 with an informal participation agreement between the Schertz Parks & Recreation Department and Schertz-Cibolo Universal City Independent School District (SCUCISD) staff.

Designed for students in grades 10 through 12, the Schertz Young Leaders program provides participants with a unique opportunity to explore leadership through hands-on experiences, personal development, community engagement, and direct interaction with local leaders. Throughout the school year, students challenge themselves to step outside their comfort zones, build meaningful relationships, and discover how leadership can make a lasting impact both personally and professionally.

SCUCISD staff would like to formalize the agreement with a Memorandum of Understanding (MOU) in order to recognize student participation in the program as an approved extracurricular activity for attendance purposes. SCUCISD Board of Trustees approved a Memorandum of Understanding at their regular meeting on July 9, 2026.

GOAL

The goal is to approve the MOU where the parties define their respective roles and responsibilities regarding the Program.

COMMUNITY BENEFIT

The community benefits from the program by developing home-grown leaders who are educated about their community, local government, and general civic engagement.

SUMMARY OF RECOMMENDED ACTION

Approve Resolution 26-R-081.

RECOMMENDATION

Approve Resolution 26-R-081.

Attachments

Resolution 26-R-081 w/attachments

RESOLUTION 26-R-081

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT FOR THE SCHERTZ YOUNG LEADERS PROGRAM.

WHEREAS, the City of Schertz operates the Schertz Young Leaders Program for high school students; and

WHEREAS, the Schertz Young Leaders Program seeks to provide leadership development opportunities and community engagement experiences for participating students; and

WHEREAS, the Schertz-Cibolo-Universal City Independent School District (SCUC ISD) has participated in the city's Schertz Young Leaders Program since its inception in 2022; and

WHEREAS, the parties desire to define their respective roles and responsibilities regarding the Program; and

WHEREAS, the SCUC ISD Board of Trustees approved a Memorandum of Understanding at their regular meeting on July 9, 2026; and

WHEREAS, the City Council has determined that it is in the best interest of the City to participate in the Memorandum of Understanding with SCUC ISD regarding the Schertz Young Leaders Program.

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

Section 1. The City Council hereby authorizes the City Manager to execute the Memorandum of Understanding, with SCUC ISD regarding the Schertz Young Leaders Program as set forth in the attached Exhibit A.

Section 2. 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 3. 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 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. 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 6. 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 7. 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 _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

EXHIBIT A

MEMORANDUM OF UNDERSTANDING
BETWEEN
SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT
AND
CITY OF SCHERTZ PARKS & RECREATION DEPARTMENT
REGARDING THE SCHERTZ YOUNG LEADERS PROGRAM

This Memorandum of Understanding ("MOU") is entered into by and between the Schertz-Cibolo-Universal City Independent School District ("SCUC ISD" or "District") and the City of Schertz Parks, Recreation & Community Services Department ("City") to memorialize the relationship between the parties regarding student participation in the Schertz Young Leaders Program ("Program").

WHEREAS, the City of Schertz operates the Schertz Young Leaders Program for high school students; and

WHEREAS, the Program seeks to provide leadership development opportunities and community engagement experiences for participating students; and

WHEREAS, SCUC ISD supports opportunities that promote student leadership, civic engagement, and community involvement; and

WHEREAS, the parties desire to define their respective roles and responsibilities regarding the Program;

NOW, THEREFORE, the parties agree as follows:

A. Purpose

The purpose of this MOU is to support student participation in the Schertz Young Leaders Program while clearly defining the responsibilities of each party.

B. Responsibilities of SCUC ISD

- a. The District may promote awareness of the Program among eligible students and families.
- b. Subject to District policy, administrative procedures, and applicable law, the District may recognize participation in the Program as an approved extracurricular activity for attendance purposes.
- c. Participation by District students shall remain subject to all applicable District policies and student expectations.
- d. The District will provide staffing for supervision.

C. Responsibilities of the City

- a. The City shall be solely responsible for planning, administering, supervising, and operating the Program.
- b. The City shall be solely responsible for all Program content, curriculum, activities, presentations, speakers, leadership instruction, participant requirements, and Program operations.
- c. The City shall communicate Program requirements, schedules, and expectations directly to participating students and families.
- d. The City shall provide appropriate supervision of students during Program activities conducted by the City.

D. Program Content and Independence

- a. The parties acknowledge that the Schertz Young Leaders Program is developed and administered solely by the City of Schertz Parks, Recreation & Community Services Department.
- b. SCUC ISD does not develop, direct, supervise, control, approve, or evaluate Program curriculum, content, activities, presentations, speakers, instructional materials, or operational decisions.
- c. Participation in the Program shall not be construed as District endorsement of any specific Program content, viewpoints, activities, or presentations.

E. Liability

Each party shall remain responsible for its own acts, omissions, employees, and agents to the extent provided by Texas law.

Nothing in this MOU shall be construed as a waiver of any governmental immunity, defense, or limitation of liability available to either party under state or federal law.

F. Term and Termination

- a. This MOU shall become effective upon approval by both parties and shall remain in effect until terminated by either party.
- b. Either party may terminate this MOU upon thirty (30) days written notice to the other party.
- c. The parties may review and amend this MOU at any time by mutual written agreement.

G. General Provisions

- a. Nothing in this MOU shall be construed to create a partnership, joint venture, employment relationship, or agency relationship between the parties.
- b. Neither party shall have authority to bind or obligate the other party.
- c. If any provision of this MOU is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

AGREED TO this ____ day of _____, 2026.

SCHERTZ-CIBOLO-UNIVERSAL CITY ISD

Board President

Superintendent

CITY OF SCHERTZ

Authorized Representative

DRAFT

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: City Secretary
Subject: Ordinance 26-M-029 - Amending Council Rules of Conduct and Procedure: Appointment Process for City Council Liaison Positions (Deputy City Secretary Sheree Courney)

BACKGROUND

The City Council held a Workshop Meeting on June 16, 2026, to discuss and codify the City Council Liaison selection process.

On July 22, 2022, the City Council approved Ordinance 22-M-29, adopting Section 5.3, *Appointment Procedures for City Council Liaison Positions*, as part of the Council Rules of Conduct and Procedure.

On November 14, 2023, the City Council approved Ordinance 23-M-28, amending *Article 2 – General Rules and Article 12 – Citizen Rights*. However, the version of the Council Rules of Conduct and Procedure attached to that ordinance inadvertently omitted Section 5.3. The omission remained when Ordinance 26-M-028 was adopted on February 17, 2026, adding *Article 14 – Council Training and Travel Policy*.

As a result, the current Council Rules of Conduct and Procedure no longer include the provisions governing the appointment of Council Liaisons.

Ordinance 26-M-029 restores those provisions by consolidating the Council Liaison requirements currently contained in the Code of Ethics (Ordinance 18-M-06) and the Council Rules of Conduct and Procedure into a single Council Liaison Policy. The ordinance also incorporates the recommendations from the June 16, 2026, City Council Workshop and the revisions requested by the Mayor and City Council during the July 1, 2026, Regular Meeting.

In addition, Section 6.1(b) is amended to require the designation of the responsible staff member presenting each agenda item, enhancing transparency and accountability in the agenda preparation process.

GOAL

Establish a single, comprehensive Council Liaison Policy that defines the functions, responsibilities, standards of conduct, and appointment procedures for Council Liaisons by consolidating the applicable provisions of the Code of Ethics and the Council Rules of Conduct and Procedure. The policy also incorporates the City Council's recommendations from the June 16, 2026, Workshop and the revisions requested during the July 1, 2026, Regular Meeting. Additionally, the amendment to Section 6.1(b) improves transparency by requiring the accurate designation of the responsible staff member presenting each agenda item.

COMMUNITY BENEFIT

The Council Liaison Policy clearly defines the relationship between the City Council and the City's Boards, Commissions, and Committees by establishing liaison responsibilities, authority, limitations, standards of conduct, and communication expectations. Consolidating these provisions into a single policy promotes consistency, accountability, and transparency in the City's governance processes while providing residents with a clearer understanding of the Council's interaction with advisory boards and commissions.

The amendment to Section 6.1(b) further enhances transparency by ensuring the responsible staff member presenting each agenda item is accurately identified.

SUMMARY OF RECOMMENDED ACTION

Approve Ordinance 26-M-029 adopting the Council Liaison Policy, which consolidates the Council Liaison provisions currently contained in the Code of Ethics and the Council Rules of Conduct and Procedure into a single policy; restores Section 5.3, *Appointment Procedures for City Council Liaison Positions*; incorporates the recommendations from the June 16, 2026, Workshop and the revisions requested at the July 1, 2026, Regular Meeting; and amends Section 6.1(b) to require the accurate designation of the responsible staff member presenting each agenda item.

RECOMMENDATION

Approve Ordinance 26-M-029 adopting the Council Liaison Policy, restoring *Section 5.3, Appointment Procedures for City Council Liaison Positions*, and amending *Section 6.1(b), Order for Listing Items: Responsible Staff*, to require the accurate designation of the responsible staff member presenting each agenda item.

Attachments

Council Rules of Conduct and Procedure
Ordinance 26-M-029

CITY OF SCHERTZ
CITY COUNCIL

RULES OF CONDUCT AND PROCEDURE

These Rules of Conduct and Procedure (these "Rules") are intended to provide an understandable and workable structure for City Council meetings.

These Rules shall serve to aid the conduct of public business at Council meetings, to facilitate communication at Council meetings among Councilmembers and between Councilmembers and City staff and members of the public, and to promote confidence in the citizens that their government is performing its duties with the highest of ethical standards and with a genuine interest in the well-being of the community.

These Rules are in all events subject to the City Charter and applicable provisions of State law, including the Texas Open Meetings Act.

As a part of these Rules, the Council has established the following Code of Conduct for the Mayor and all Councilmembers:

- Address the merits of the issues - no personal attacks.
- Focus on representing the interests of all citizens.
- Attempt to resolve personal conflicts among Councilmembers internally before speaking publicly.
- Assume positive intentions - don't look for hidden agendas.
- Observe the City's written Rules of Conduct and Procedure.
- When others are speaking, listen with an open mind.
- Recognize that inappropriate public disclosure of confidential information can be detrimental to the city and its citizens.
- Understand that "majority rules". Once a vote is taken, if you are in the minority agree to disagree and move on. Recognize that a majority view, when expressed in a vote, becomes an expression of City policy.
- Coordinate all requests of the city staff through the City Manager.

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ARTICLE 1 AUTHORITY

- 1.1 City Charter. Section 4.09 (d) of the City Charter provides that the Council shall, by ordinance, determine its own rules and order of business.
- 1.2 Effective Date: Amendment. These Rules shall be in effect upon their adoption by the Council and until such time as they are amended, or new rules are adopted. In the event of a conflict between these Rules and the Charter, the Charter shall govern over these Rules. In the event of a conflict between these Rules and State law, State law shall take precedence.

ARTICLE 2 GENERAL RULES

- 2.1 Meetings to be Public. All meetings of the Council and all meetings of committees composed of a quorum of the Council shall be open to the public as provided by State law, except when State law allows closed or Closed sessions for certain limited topics.
- 2.2 Attendance. Councilmembers shall attend all meetings of the Council. Absence of a Councilmember from a meeting shall be managed in accordance with 2.2 B.

- A. Quorum. Four members of the Council, not including the Mayor, shall constitute a quorum. In the absence of the Mayor, the Mayor Pro Tem or other presiding officer shall be counted for purpose of determining the existence of a quorum. If a quorum is not present, those in attendance will be named, and they may recess to a later time as permitted by State law or may hear business before them, taking no official action.
- B. Absences. In the event a Councilmember is unable to attend a meeting of the Council, the Councilmember shall notify either the Mayor or the City Secretary as soon as they become aware that they will be unable to attend. Notification may be accomplished via e-mail or telephone and must include the reason for the absence. The Mayor or presiding officer will annotate the absence at the Council meeting for the record.

Absences from meeting of the City Council that are due to occupational or business demands, personal or family illness or absence from the city shall be approved by the Council as excused.

The City Secretary shall annotate the Councilmember's absence and the reason therefore in the minutes of the meeting from which the Councilmember is absent. Council approval of the subject minutes shall ratify the absence and the reason given therefore and thus excuse the absence. If a Councilmember raises an objection to the absence or the reason given therefore at the time the minutes are to be approved, the matter may be place on a future agenda for debate, discussion and further consideration.

- C. Due to the challenges of connectivity, audio quality and equipment standards required, videoconferencing will not be permitted.

- 2.3 Minutes of Meetings. An account of all proceedings of the Council shall be kept by the City Secretary and shall constitute the official record of the Council. Such Minutes, after being approved by the Council (except any closed or closed session portion), shall be open to public inspection. The City Secretary shall provide an index showing the action of the Council in regard to all matters before it at both regular and special meetings. A recording or "certified agenda" of each closed session shall be made and maintained as required by State law.
- 2.4 Questions to Contain One Subject. All questions submitted for a vote shall contain only one subject. If two or more subjects are involved, any Councilmember may require a division, if the subjects can be reasonably divided.
- 2.5 Right to the Floor. Subject to Section 8.5, any Councilmember or member of City staff desiring to speak shall be recognized by the Mayor (or the presiding officer in the Mayor's absence) at an appropriate time and shall confine his/her remarks to the subject under consideration or to be considered.
- 2.6 City Manager. The City Manager or the Acting City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council but shall have no vote. The City Manager shall be notified of all special meetings of the Council.
- 2.7 City Attorney. The City Attorney shall attend all meetings of the Council as required by the Council or as requested by the City Manager, and shall, upon request of the Council or the City Manager, give an opinion, either written or oral, on questions of law.
- 2.8 City Secretary. The City Secretary and/or the Deputy City Secretary shall attend all meetings of the Council, unless excused, and shall keep the official minutes.
- 2.9 Officers and Employees. Any officer or employee of the City, when requested by the City Manager, shall attend meetings of the Council. If requested to do so by the City Manager, they shall present information relating to matters before the Council.
- 2.10 Rules of Order. Part 8 of these Rules shall govern the proceedings of the Council.
- 2.11 Suspension of Rules. Any provision of these Rules not required by the Charter or State law may be temporarily suspended by a majority vote of the Councilmembers who are present. The vote of each person on any such suspension shall be entered in the minutes.
- 2.12 Amendment to Rules. These Rules may be amended, or new rules adopted, by a duly adopted ordinance.
- 2.13 Matters Not Addressed by Rules. Issues of the conduct or procedure of public meetings not addressed by these Rules, the Charter, or State law shall be determined by the Mayor (or the presiding officer in the Mayor's absence).

ARTICLE 3 TYPES OF MEETINGS

- 3.1 Regular Meetings. The Council shall hold regularly scheduled meetings as provided by the Code of Ordinances, Part II, Section 2-2. The Council may also hold regularly scheduled meetings which may be designated by the Council as "workshop" sessions.
- 3.2 Special Meetings. Special meetings may be called by the Mayor, the City Manager, or any three (3) members of the Council. The call for a special meeting shall be filed with the City Secretary in written form, except that announcement of a special meeting during any regular meeting at which all members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, hour, and place of the special meeting and shall identify the subject or subjects to be considered.
- 3.3 Recessed Meetings. Subject to State law, any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.
- 3.4 Adjourned Meetings. Any meeting of the Council that has been adjourned may not be reconvened except by a motion to reconsider prior to any Council member's departure from the Council chamber. See Sections 9.3 and 9.4.
- 3.5 Closed Sessions. Closed sessions may only be held in accordance with state law.
- 3.6 Emergency Meetings. In case of emergency or urgent public necessity, an emergency meeting may be called as a special meeting as set forth in Section 3.2, however, an emergency meeting may not be held unless authorized by, and notice is given in accordance with State law.

ARTICLE 4 PRESIDING OFFICER AND DUTIES

- 4.1 Mayor. The Mayor, if present, shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the most senior Councilmember (by time of service on the Council) present shall preside.
- 4.2 Call to Order. Each meeting of the Council shall be called to order by the Mayor, or in the Mayor's absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the most senior Councilmember (by time of service on the Council) present.
- 4.3 Preservation of Order. The presiding officer shall preserve order and decorum, prevent personalities from becoming involved during debate or the impugning of members' motives, and confine Councilmembers in debate to the question under discussion.

4.4 Rulings by Presiding Officer. The presiding officer shall rule on points of privilege, points of procedure or order, and withdrawals of motions, subject to the right of any member to appeal to the Council as set forth in Article 9 of these Rules. See Sections 9.3, 9.4, 9.5, 9.6, and 9.8.

4.5 Questions to be Stated. The presiding officer shall state all questions submitted for a vote and announce the result.

4.6 Substitution of Mayor. In the event the Mayor must relinquish the chair, the Mayor shall call upon the Mayor Pro Tem to preside if the Mayor Pro Tem is present. If the Mayor Pro Tem is not present, the Mayor may call upon the most senior Councilmember (by time of service on the Council) present to preside, but such substitution shall not continue beyond adjournment of that meeting.

ARTICLE 5 APPOINTMENT PROCEDURES

5.1 Appointment Procedure for the Mayor Pro Tem.

- (a) The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro Tem for the City.
- (b) The appointed Mayor Pro Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.
- (c) Term dates for the Mayor Pro Tem position will begin in February and August of each year (the election dates offset by three (3) months). Terms will sequentially rotate according to Councilmember place.
- (d) If the Councilmember place that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified to serve as Mayor Pro Tem, the Mayor Pro Tem appointment will go to the next qualified Councilmember.
- (e) The position will have a term of office of six (6) months.
- (f) The appointed Mayor Pro Tem may be removed by Council by a two-thirds (2/3) majority vote of the members of Council at any time during his or her term.
- (g) Council reserves the right to alter this procedure at any time by resolution or rule.

5.2 Appointment Procedure for a Councilmember.

- (a) The Council may appoint a Councilmember to a vacant seat as authorized by Section 4.06 of the City Charter.

- (b) The Council will announce and advertise on the City's website and in the City's newspaper of record that applications are being accepted for a vacant position on Council.
- (c) A due date for applications to be submitted will be set.
- (d) Applicants must meet the qualifications for a Councilmember set forth in Section 4.02 of the City Charter.
- (e) Applications will be received by the City Secretary's office and distributed to all Councilmembers.
- (f) An interview date will be set and posted for a public meeting.
- (g) Interviews of prospective candidates will be held in a public forum by a quorum of Councilmembers.
- (h) Councilmembers will discuss, and appoint by majority vote, the new member of Council at either the same meeting as the interviews or at a subsequent Council meeting.
- (i) The Council is the final judge of whether a candidate is qualified to serve as a Councilmember as set forth in Section 4.03 of the City Charter.
- (j) Council reserves the right to alter this procedure at any time by resolution or rule.

5.3 Appointment procedure for City Council Member and City Council Liaison Positions to the City of Schertz Boards, Commissions, and Committees

- (a) The appointed City Council Liaison must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed as a City Council Liaison, a Councilmember must be an elected member of the City Council and a member in good standing. An appointed City Council Member or City Council Liaison must be the Mayor or a Councilmember who meets the qualifications set forth in Section 4.02 of the City Charter. The individual must be an elected or appointed member of the City Council and remain a member in good standing throughout the appointment.
- (b) Liaison assignments shall be reviewed biennially in December of each even-numbered year, beginning 2026. The review should occur following the regular election cycle to provide an opportunity for a comprehensive reassessment of all assignments while maintaining continuity of service. Newly elected or appointed Councilmembers shall temporarily assume the assignments of their predecessors until the next scheduled review. Member and Liaison assignments shall be reviewed biennially each December of every even-numbered year, beginning in 2026. The

review shall occur following the regular municipal election to provide for a comprehensive assessment of all assignments while maintaining continuity of service. Newly elected or appointed Councilmembers and the Mayor shall temporarily assume the assignments of their predecessors until the next scheduled review.

- (c) ~~Council seniority shall serve as the starting point for assigning Board, Commission, and Committee Liaison positions while also providing meaningful opportunities for newer Councilmembers to serve on committees of interest. The most senior Councilmember shall begin the selection process, and Councilmembers shall make two (2) assignment selections as a time in order of seniority before proceeding to the next Councilmember. This process shall continue until all assignments have been filled. Board, Commission, and Committee Member and Liaison assignments shall be made using Council seniority as the starting point while providing meaningful opportunities for newer Councilmembers to serve in areas of interest. The assignment process shall begin with the Mayor, followed by Councilmembers in order of seniority. During each round, each official shall select two (2) assignments, consisting of one Member assignment and one Liaison assignment. The process shall continue in order of seniority until all assignments have been filled.~~
- (d) Council shall seek to maintain continuity of assignments where appropriate while providing periodic opportunities for rotation so that Councilmembers may gain experience serving on different Boards, Commissions, and Committees over time. Assignment changes between biennial reviews may be approved by majority vote of the Council when mutually agreed upon or when circumstances such as workload, scheduling conflicts, or personal commitments warrant reassignment.
- (e) An appointed City Council Member or City Council Liaison may be removed from an assignment at any time by a two-thirds (2/3) vote of the members of Council.
- (f) City Council Liaison will attend meetings for observation and communication purposes only and will provide updates and information from their assigned Board, Commission, or Committee, as needed or requested by the Council.
- (g) City Council Liaisons are not ex-officio members of Boards, Commissions, or Committees to which they are assigned. Their role is to facilitate communication between the City Council and their assigned Board, Commission, or Committee not to direct or influence its actions.
- (h) City Council Liaison shall exercise caution in expressing personal or political opinions during meetings of their assigned Board, Commission, or Committee. Any comments made by a Councilmember shall be clearly identified as the Councilmember's individual opinion and shall not be represented as the position for the City Council unless authorized by Council action. Councilmembers shall also recognize that Board, Commission, and Committee members serve the community as a whole and not individual Councilmembers.

- (i) A City Council Member appointed to serve on a Board, Commission, or Committee is expected to attend all regular and special meetings of the assigned body. The appointed Member shall serve as a full participant, exercise all voting rights afforded by the appointment, actively engage in discussions and deliberations, and represent the interests of the City Council while contributing to the work of the assigned body.
- (j)[(i)] Council reserves the right to amend, suspend, or replace this procedure at any time by amendment to its rules of procedure and approved via ordinance.

ARTICLE 6 ORDER OF BUSINESS

5.4[6.1] Agenda. The City Manager and the City Secretary shall prepare an agenda for each meeting of the Council. Items may be placed on the agenda by the City Manager (or in his absence any Assistant City Manager), the Mayor, or any Councilmember directing that an item or items be placed on an agenda must do so in open session, during a properly posted meeting of the Council.

Items place on the agenda by the City Manager (or in his absence the Deputy City Manager or Assistant City Manager) may be removed only by the City Manager (or the Deputy City Manager or Assistant City Manager) and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meetings Act.

Item placed on the agenda by the Mayor may be removed only by the Mayor, and he/she may do so at any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meeting Act.

Items place on the agenda by a Councilmember may be removed only by that specific Councilmember, and he/she may do so any time that permits the agenda for the Council meeting to be properly posted by the City Secretary's Office under the Texas Open Meeting Act.

- (a) Information Required. Any item to be on the agenda must be provided to the City Manager pursuant to a procedure established and modified by the City Manager from time to time. Each item on the agenda must contain sufficient information so that full disclosure of the item to be addressed is present so as to alert the Council and the public of the topic to be considered.
- (b) Order for Listing Items: ~~Sponsor and~~ Responsible Staff. The agenda shall list all items for consideration in a format recommended by the City Manager. The name and title of the person or persons ~~placing an item on the agenda and the name of any~~ expected ~~staff presenter to~~ present shall be stated on the agenda.
- (c) Copy Provided to Mavor and Councilmembers. The City Secretary shall furnish the Mayor and each Councilmember a copy of the agenda, including the proposed ordinances, resolutions, petitions, notices, or other materials as required. Copies of

attachments and background material will generally be provided for the initial presentation only and should be retained by the Mayor and the Councilmembers until such time as the item is finalized.

- (d) Copy Available to Public. A copy of the agenda, with or without attachments as determined by the City Manager, shall be made available to the public at City Hall prior to the meeting. Copies of the agenda shall be available to the public at the meeting.
- (e) Order: Exception. The ordinances, resolutions, and other proposed actions shall be taken up and disposed of by the Council in the order listed in the agenda, subject to the right of the presiding officer to take up matters in a different order.
- (f) Chair Shall Not Entertain Objections. An agenda item properly placed on a future agenda by a member of Council during open session shall not be subject to objection by another member.

5.5[6.2] Communication to Mayor and Council. The City Manager shall provide the Council with a copy of each ordinance or resolution and appropriate analysis of items proposed to be acted upon by the Council at a meeting. These communications shall be delivered to the Mayor and Councilmembers along with the agenda. This information should also be retained by the Mayor and Councilmembers until such time as the item is finalized. Staff members, in making presentations to Council at a meeting of the Council, should endeavor to restrict their presentations to five (5) minutes, excluding responses to questions by the Mayor and/or Councilmembers.

5.6[6.3] Approval of Minutes. Minutes may be approved without public reading if the City Secretary has previously furnished the Mayor and each Councilmember with a copy thereof.

5.7[6.4] Presentations by Members of Council. The agenda shall provide a time when the Mayor and each Councilmember may bring before the Council any business that person believes should be brought up during the "Requests by Mayor and Councilmembers" and "Announcements by Mayor and Councilmembers" portions of the agenda. These matters need not be specifically listed on the agenda unless the person desiring to make a comment knows prior to posting of the agenda that he/she will make such comment. In response to an unposted comment, there (1) may only be a statement of factual information in response, (2) a recitation of existing City policy, or (3) discussion regarding a proposal to place the subject on the agenda for a subsequent meeting.

5.8[6.5] Consent Agenda. At the direction of the City Manager (or in his absence the Deputy City Manager or Assistant City Manager) with respect to items believed to be non-controversial, the City Secretary shall place multiple items on a "Consent Agenda" portion of the agenda, subject to the right of the Mayor or any Councilmember to request at the meeting that any one or more of such items be removed from the Consent Agenda for individual consideration. Readings of ordinances shall be posted for

individual consideration and shall not be included on the Consent Agenda.

ARTICLE 7

CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

5.9[7.1] Printed, Typewritten, or electronic Form. All ordinances and resolutions shall be presented to the Council only in printed, typewritten, or electronic form.

5.10[7.2] City Manager Review. All ordinances and resolutions shall be reviewed by the City Manager or his designee.

5.11[7.3] City Attorney to Approve. All ordinances and resolutions shall be approved as to form and legal content by the City Attorney, when requested by the Mayor or the City Manager.

5.12[7.4] Funding. All actions authorizing an expenditure of money shall include the exact source of the funds to be expended.

5.13[7.5] Reading of Caption Only. Upon being introduced, each proposed ordinance or resolution shall be read by caption only.

5.14[7.6] Ordinances. Ordinances introduced at a Council meeting shall be adopted in accordance with the city charter and state law as applicable.

5.15[7.7] Recording of Votes. The ayes and nays shall be taken upon the consideration of all ordinances and resolutions and shall be entered in the minutes of the Council.

5.16[7.8] Vote Required. Approval of every ordinance, resolution, or motion, unless otherwise required by these Rules, the Charter, or State law, shall require the affirmative vote of four (4) Councilmembers who are present and eligible to vote.

5.17[7.9] Tie Vote. In the event of a tie in votes on any motion, the Mayor shall cast the decisive vote in accordance with Section 4.05 of the Charter. Other Councilmembers acting as presiding officer shall not be restricted to voting only in the event of a tie.

5.18[7.10] Numbering Ordinances and Resolutions. The City Secretary shall assign a number to each ordinance or resolution within the records of the City.

5.19[7.11] Ordinance Passage Procedure. After passage, an ordinance shall be signed by the presiding officer and shall be attested by the City Secretary or Deputy City Secretary, and it shall be filed and thereafter preserved in the office of the City Secretary.

ARTICLE 8

RULES OF DECORUM

8.1 Recognition by presiding officer. Subject to Section 8.5, No person shall address the Council without first being recognized by the presiding officer.

- 8.2 Order. While the Council is in session, the Councilmembers must preserve the order and decorum of the meeting, and a Councilmember shall neither, by statement or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any other Councilmember while speaking or refuse to obey the orders of the presiding officer. Councilmembers are expected to remain on the dais during a Council meeting unless they have good cause to vacate.
- 8.3 Presiding Officer. The Mayor or Mayor Pro Tem or such other member of the Council who is serving as the presiding officer may participate in debate, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of such Councilmember acting as the presiding officer. If the presiding officer is engaged in debate and is, at the insistence of four (4) Council members, abusing the position of the presiding officer, the presiding officer must relinquish the chair to the Mayor Pro Tem, or in his/her absence, to the next most senior Councilmember (by time of service on the Council) present. The Mayor Pro Tem or such other member, other than the Mayor, who is serving as presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are the rights and privileges of a Councilmember by reason of the member acting as the presiding officer.
- 8.4 Improper References to be Avoided. When a Councilmember has the floor pursuant to Section 2.5 or 8.5, he/she shall avoid all references to personalities and indecorous language.
- 8.5 Interruptions. A Councilmember, once recognized, shall not be interrupted by the Mayor or another Councilmember when speaking unless it is to raise a point of privilege (Section 9.4) or a point of procedure or order (Section 9.5), or to enter a motion to withdraw a previously stated motion (Section 9.8), or as otherwise provided in these Rules. If a Councilmember, while speaking, is interrupted as set forth herein, the Councilmember so interrupted should cease speaking until the question is determined.

ARTICLE 9

MOTIONS AND MEETING PROCEDURES

- 9.1 Motions. A Councilmember, after he/she obtains the floor, or the Mayor may make a motion on the particular subject of discussion, or a procedural point as permitted. A "Second" to the motion, if required, must be made by a Councilmember who did not make the motion within a reasonable but brief time period. The Mayor may not "Second" a motion. A motion or a "Second" merely implies that the maker of the motion and the person who "Seconds" agree that the motion should come before the meeting and not that he/she necessarily favors the motion. Without a "Second", if required, the motion dies.
- 9.2 Debate. Debate, if permitted, must be limited to the merits of the issue under discussion as stated by the presiding officer.

9.3 Motion Procedures. There are twelve (12) types of motions in three (3) categories: Meeting Conduct Motions (4 types), Disposition Motions (7 types), and Main Motions (1 type)¹. When any motion is pending, any motion listed above it on the chart below is in order; those below it is out of order.

Motion	May Interrupt Speaker	Second Required	Debatable	Amendable	Resolved by Chair No Vote	Affirmative Vote by 4 Councilmembers	2/3 Vote
A. Meeting Conduct Motions							
1. point of privilege	yes	no	no	no	yes	no	no
2. point of procedure or order	yes	no	no	no	yes	no	no
3. to appeal a ruling	no	yes	yes	no	no	yes	no
4. to recess	no	yes	yes	yes	no	yes	no
B. Disposition Motions							
5. to withdraw	yes	no	no	no	yes	no	no
6. to postpone	no	yes	yes	yes	no	yes	no
7. to refer	no	yes	yes	yes	no	yes	no
8. to amend	no	yes	yes	yes	no	yes	no
9. to limit or close debate or "call the question"	no	yes	yes	yes	no	no	yes

10. to extend debate	no	yes	yes	yes	no	yes	no
11. to count the vote	no	yes	no	no	no**	no	no
C. Main Motions							
12. to reconsider	yes	yes	if original motion was debatable	no	no	yes	no
13. to rescind	no	yes	yes	yes	no	no	yes
14. to take action	no	yes	yes	yes	no	yes***	no

¹ Sections 9.3 through 9.14 are included by permission of Donald A. Tortorice, The Modern Rules of Order, ABA Publishing, 2nd Edition.

** Mandatory if seconded; no vote required.

•• Unless a greater vote is required by the Charter or State Law

9.4 Point of Privilege. A point of privilege, sometimes called a point of personal privilege, is a communication from a Councilmember to the presiding officer, drawing urgent attention to a need for personal accommodation. For example, the point may relate to an inability to see or hear, a matter of comfort, a matter of requested convenience, or an overlooked right of privilege that should have been accorded to the Councilmember(s). In essence, it is a call to the presiding officer for the purpose of assuring a Councilmember's convenient and appropriate participation in the meeting. Because of its urgent nature, a point of privilege can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, it cannot be debated or amended, and no vote is required.

9.5 Point of Procedure or Order. A point of procedure, sometimes called a point of order, is a question addressed to the presiding officer, no seconding is required, and either inquiring into the manner of conducting business or raising a question about the propriety of a particular procedure. It is simply an inquiry and is resolved by correction or clarification by the presiding officer. A point of procedure can interrupt a speaker. Because it is addressed to the attention of and action by the presiding officer, a second is not required, and it cannot be debated or amended, and no vote is taken.

- 9.6 To Appeal a Ruling. Decisions or rulings of the presiding officer are final on questions of procedure, except that any ruling by the presiding officer's ruling can be appealed to a vote of the Council. Whenever a Councilmember questions the appropriateness or essential fairness of the presiding officer, that member can appeal the ruling to a vote of the meeting. If, however, a motion is out of order as a matter of law (not a proper subject of the meeting, improper notice given, etc.), the presiding officer's ruling cannot be appealed. A motion to appeal cannot interrupt a speaker. To prevent frivolous appeals, a second is required. The motion is subject to debate (which should be brief) and, by its nature, is not amendable. To overrule a procedural decision of the presiding officer, an affirmative vote of four (4) Councilmembers is required.
- 9.7 To Recess. A motion to recess requests a brief interruption of the meeting's business, usually so that an ancillary matter can be addressed, or simply to provide a needed break. Unless stated in the motion, the period of recess is decided by the presiding officer. If necessary, a recess can extend the meeting from one day to another, subject to State law. The motion cannot interrupt a speaker, and a second is required. It is debatable, it can be amended, and an affirmative vote of four (4) Councilmembers is required.
- 9.8 To Withdraw. Only the maker of the motion can make a motion to withdraw it. It is essentially a communication to the presiding officer that the maker is withdrawing his/her proposal. This is the maker's privilege; thus, it does not require a second. Because the withdrawal motion obviates discussion; it can interrupt a speaker. In addition, because another Councilmember later can make a similar motion, a withdrawal motion is not subject to debate, amendment, or vote. The presiding officer should simply state that the motion is withdrawn, and the meeting should proceed with a new treatment of the issue at hand or a new issue.
- 9.9 To Postpone or Extend. These motions may arise from a need for further information, a matter of convenience, or for any other reason that will enable the Council to deal with the issue more effectively during the same meeting or at a later time. Unless otherwise specifically provided in the motion itself, a postponed or extension motion can be renewed at a later appropriate time during the meeting or, if properly posted, at a later meeting. This motion cannot interrupt a speaker. It requires a second, it is debatable, and it is amendable (particularly as to postponement, timing), and an affirmative vote of four (4) Councilmembers is required.
- 9.10 To Refer. A motion to refer is typically used to submit an issue to a committee, usually for study leading to a subsequent recommendation. Because it ordinarily disposes the motion for purposes of the current meeting, a motion to refer is subject to the same rules that apply to a main motion. (See Section 9.14). This motion cannot interrupt a speaker, and a second is required. It is debatable and amendable, and an affirmative vote of four (4) Councilmembers is required.
- 9.11 To Amend. A motion to amend proposes a change in the wording of a motion then under consideration. When a motion to amend is pending and an amendment to the amendment is proposed, the presiding officer should focus discussion on the latest amendment, resolve that question, then proceed to the first amendment before continuing discussion on the main

motion. Votes on amendments are thus in reverse order of the sequence in which they are proposed. A motion to amend cannot interrupt a speaker. It requires a second, and it is debatable and amendable. An affirmative vote of four (4) Councilmembers is required for approval of the amendment. Note that State law may restrict amendments to proposals that are required to be set forth in the notice of the meeting.

- 9.12 To Limit or Close Debate or "Call the Question". Because the extent to which an issue is discussed rests primarily with discretion of the presiding officer, it is the presiding officer who carries the burden of ensuring that adequate time and discussion are given to differing points of view. A motion to limit or close debate is therefore an overruling of the presiding officer's determination. A motion to close debate is the same as a motion to "call the question". Because this motion affects the most fundamental right of any Councilmember, the right to speak one's views, it is the only procedural motion that requires an affirmative vote of two-thirds of participants voting.
- 9.13 To Count the Vote. A motion to count the vote should be limited to those circumstances where the convenient hearing of "yeas" and "nays" cannot clearly resolve the issue. It represents the right of a Councilmember to have a vote demonstrated by count. That count can be directed by the presiding officer either as a showing of hands or a standing of voting members while the vote is recorded. Upon completion of the count, the presiding officer announces the result and final disposition of the issue voted upon. This motion cannot interrupt a speaker. It requires a second; it is neither debatable nor amendable; and, because of the importance of the matter, it should be considered mandatory; thus, no vote is required.
- 9.14 Motion to Reconsider. Allows a main motion to be brought back before the City Council for consideration. May be made only at the meeting at which the vote to be reconsidered was taken. It may be made by any member of City Council. Any City Council member may second it. It can be made while any other question is pending, even if another member has the floor. It requires a majority vote to pass. A motion may only be reconsidered twice. If the reconsideration is moved while another subject is before the City Council, it cannot interrupt the pending business, but, as soon as the pending business has been disposed of the motion has the preference over all other main motions and general business of the agenda. In such a case the Mayor does not state the question on the reconsideration until the immediately pending business is completed.
- 9.15 Motion to Rescind. The motion to rescind is a main motion without any privilege, may only be made when there is nothing else before the City Council and must be made at the same meeting at which the subject matter of the motion was considered, and it requires two thirds vote of the City Council members. It cannot be made if a motion to reconsider has been previously made. The motion to rescind can be applied to votes on all main motions with the following exceptions: votes cannot be rescinded after something has been done as a result of that vote that the City Council cannot undo; or, where a resignation has been acted upon, or one has been appointed to, or expelled from, a committee or office, and was present or was officially notified. In the case of expulsion, the only way to reverse the action afterwards is to restore the person to the committee or office, which requires the same preliminary steps and vote as is required for the original appointment.

- 9.16 To Take Action: Main Motions. Main motions state proposed policy or action on a substantive issue being considered by the Council. As such, the motion is an initial call to take particular action. Although lowest in precedence among all motions, main motions are clearly the most important: through their content, the business decisions of the Council are determined. A main motion can be made only when a prior main motion has been disposed of. It cannot interrupt a speaker; a second is required; it is debatable and amendable; and an affirmative vote of four (4) Councilmembers is required unless a greater vote is prescribed by the Charter or State law.
- 9.17 Effect of Abstentions. action on required Abstentions; Effect of non-required Abstentions. The following rules shall apply when a Council Member abstains from voting on an item:

When the Council Member is Legally Obligated to Abstain

When a Council Member is legally obligated to abstain from voting pursuant to Texas Local Government Code Chapter 171, a local ordinance or the City Charter then the Council Member shall leave the dais and exit City Council Chambers until such time as the debate and vote on the item has been concluded. The City Secretary shall record that the Council Member left the room and abstained from the vote in the official minutes and there shall be no other effect.

When the Council Member has no Legal Obligation to Abstain from Voting.

When a Council Member has no legal obligation to abstain from voting then an abstention shall be recorded in the minutes as an abstention and shall procedurally be treated as a “no” vote.

ARTICLE 10 ENFORCEMENT OF DECORUM

- 10.1 Warning. All persons other than a recognized speaker shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer may order the person to leave the meeting. The Chief of Police, or such member or members of the Police Department or other persons as the presiding officer may designate, shall be sergeant-at-arms of the Council meetings. If the person so requested does not leave the meeting, the presiding officer may order the sergeant-at-arms to remove such person.
- 10.2 Removal. Any designated sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council (or successor provision of law).
- 10.3 Resisting Removal. Any person who resists removal by the sergeant-at-arms shall be charged with violating Section 42.05 (a) of the Texas Penal Code.

10.4 Motions to Enforce. Any Councilmember may move to require the presiding officer to enforce these Rules and the affirmative vote of a majority of the Councilmembers present and eligible to vote shall require the presiding officer to do so.

10.5 Adjournment. In the event that any meeting is willfully disturbed by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of the individuals who are creating the disturbance, the meeting may be adjourned and the remaining business considered at the next regular or a special meeting or, subject to State law, may be recessed to a set time and date.

ARTICLE 11 CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

9.18[11.1] Standing Committees. The Council may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the Charter, the Code of Ordinances, or State law. Membership and selection of members shall be as determined by the Council if not specified by the Charter, the Code of Ordinances, or State law.

- (a) No person may concurrently serve on the Economic Development Corporation Board, the Planning and Zoning Commission, or the Parks and Recreation Advisory Board.
- (b) Persons related within the second degree by affinity or consanguinity to the Mayor or any member of the Council shall not be appointed to the Board of Adjustments, Economic Development Corporation Board, Planning and Zoning Commission, Building and Standards Commission, or Tax Increment Reinvestment Zone Board.

No standing committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the Charter, the Code of Ordinances, or State law.

9.19[11.2] Special Committees. The Council may, as the need arises, authorize the appointment of "ad hoc" Council committees. Except where otherwise specifically provided by the Charter, the Mayor and the City Council shall appoint the members of the special committees. Any committee so created shall be given a "mission statement" directing its activities. Any special committee shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Councilmembers present and entitled to vote.

ARTICLE 12

CITIZENS RIGHTS

9.20[12.1] Addressing the Council. Any person desiring to address the Council by oral communication shall first secure the permission of the presiding officer.

9.21[12.2] Manner of Addressing the Council. Time Limit. Each person addressing the Council shall speak at the podium into the microphone (or at another designated location), shall give his/her name and address in an audible tone of voice for the record, and, unless further time is granted by the Council, shall, subject to Section 12.4 below, limit his/her remarks to three (3) minutes or less. A person who addresses the Council through a translator will limit his/her remarks to six (6) minutes or less. All remarks shall be addressed to the Council as a body, and not to any individual member thereof. No person, other than members of the Council or City staff (when requested by the presiding officer) and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council, unless requested or approved by the presiding officer. No questions shall be asked the Councilmembers, except through the presiding officer. Responses to questions may be limited as required by State law.

9.22[12.3] Personal and Slanderous Remarks. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, either while addressing the Council or otherwise while in attendance at a Council meeting, may be requested to leave the meeting, pursuant to Article 10 of these Rules, and may be removed from the meeting if necessary for the conduct of the remainder of the meeting. This is not intended to prohibit public criticism of the Council, including criticism of any act, omission, policy, procedure, program, or service unless such is otherwise prohibited by law.

9.23[12.4] Public Hearings. After being recognized by the presiding officer, interested persons, or their authorized representatives, may address the Council with respect to the subject matter of a public hearing being conducted. The presiding officer may establish procedures at a public hearing to limit the amount of time (which, unless modified by the presiding officer, shall be as set forth in Section 12.2 above) interested persons may speak, subject to the Councilmembers' right to appeal the presiding

officer's ruling pursuant to Section 9.6. Subject to modification by the presiding officer, and subject to the Councilmembers' right of appeal pursuant to Section 9.6, the normal order of a public hearing is as follows: (i) the opening of the hearing and the establishment, if any, of a modified public hearing procedure by the presiding officer; (ii) address to the Council by any interested person(s); (iii) discussion by the Mayor and Councilmembers, including requests for information from City staff or any person(s) who addressed the Council; and (iv) action by the Council, if any is posted on the agenda relating to the hearing.

9.24[12.5] Written Communications. Interested persons, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail or by addressing the City Secretary, who shall, at the request of the writer, distribute copies to the Councilmembers. Written statements will not be read or made part of the official meeting record.

9.25[12.6] Hearing of Residents. There shall be included on the agenda of each City Council meeting, prior to any items listed on the agenda for action to be taken, an item labeled "Hearing of Residents". After being recognized by the presiding officer, members of the public (giving precedence to residents of the City) may address the Council on items on or not on the agenda at that time, providing they have completed the "Hearing of Residents" form, unless authorized by the presiding officer. The form shall be made available to persons wishing to address the Council prior to the calling of the meeting to order and such completed form shall be made available to the presiding officer prior to the calling of the meeting to order. The persons signed up for "Hearing of Residents" must speak during the "Hearing of Residents" portion of the meeting. Councilmember and members of City staff may not discuss unposted items nor take any action thereon except to (1) make a statement of factual information, (2) make a statement of existing City policy, or (3) discuss placing the item on a future agenda. Persons speaking shall be subject to the time limits set forth in Section 12.2, unless otherwise authorized by the presiding officer.

ARTICLE 13

COUNCIL AND STAFF RELATIONS

9.26[13.1] City Manager to Provide Information. The City Manager is directly responsible for providing information to all the Councilmembers concerning any inquiries by a specific Councilmember. If the City Manager or his staff's time is being dominated or misdirected by a Councilmember, it is his responsibility to inform the Mayor or the Council as a whole.

9.27[13.2] City Manager's Responses to Requests. The City Manager is expected to respond in a timely manner to the Council and Councilmember's requests. When information is requested, the City Manager will estimate a reasonable time frame for collecting the requested information.

(a) If the City Manager disagrees with the request, he should say so and explain his

position.

- (b) If the City Manager disagrees with individual directives, he should initiate clarification of the Council's will with regard to the individual Councilmember's request.
- (c) The City Manager may delegate responsibility for the response as necessary and appropriate, but the City Manager will be responsible for its receipt by the Council in a timely manner.
- (d) The City Manager should maintain a checklist and timetable for requests and other directives of the Council.
- (e) All Councilmembers will be provided the same written information when any matter under consideration may be of general concern to the Council. There will be no preferential dissemination of information by the City Manager or his staff.

9.28[13.3] Directions to City Manager. During meetings of the Council, unless a vote is taken, a consensus of the Councilmembers present will be required to direct the City Manager to take any action.

9.29[13.4] City Manager's Duty to Inform. The City Manager is responsible for keeping the Council informed. The Council should be provided weekly reports outlining progress on outstanding issues as well as information on new issues and opportunities. Additionally, the Council should be informed of City news prior to release of such information to the community, newspaper(s), or other governmental entities, etc.

9.30[13.5] Customer Concerns. It is the responsibility of the City Manager to establish procedures for handling customer concerns in all departments with prompt feedback to citizens and Councilmembers.

9.31[13.6] City Manager/Council Relations. The City Manager should strive to maintain positive relations with the Council by following these guidelines:

- (a) Work to establish mutual trust with the Council.
- (b) Maintain open lines of communication with the Council and keep Council informed.
- (c) Inform all Councilmembers of educational opportunities, recognizing that an educated Council is in the City's best interest.
- (d) Include the Council in City-sponsored employee social events.
- (e) Conduct orientation sessions for new Councilmembers, including a tour of City buildings and introductions to staff.

ARTICLE 14

CITY COUNCIL TRAINING AND TRAVEL POLICY

9.32[14.1] Training for Council. The purpose of the Training and Travel Policy is to ensure that all training and travel undertaken by City Council Members is aligned with his or her official municipal duties, contributes to effective governance, and represents responsible stewardship of public funds. This policy applies to all elected members of the City Council who have not completed the term for which they were elected nor tendered a resignation. Elected officials serving in a hold-over status to ensure the furtherance of governmental business may not participate in city-funded training nor be reimbursed for training received after their official term has ended or they have effectively resigned.

9.33[14.2] Authorized Training Opportunities. City Council Members are encouraged to participate in professional development and training that enhances his or her understanding of municipal governance, policy development, and public services. Authorized training, workshops, and conferences may be provided by:

- (a) Texas Municipal League (TML) and its affiliates
- (b) National League of Cities (NLC)
- (c) Alamo Area of Governments (AACOG)
- (d) Texas Association of Counties (TAC)
- (e) Texas State Agencies
- (f) Texas Institutions of Higher Education Certification Programs

9.34[14.3] Authorized Training Not Listed Above. Other training opportunities not listed above may be considered on a case-by-case basis but must be clearly relevant to municipal duties and approved by the City Council prior to registration, based on the following considerations:

- (a) Relevance to municipal duties - the training should align with the responsibilities and decision-making duties of a city council member.
- (b) Availability of remaining City Council training funds - training expenses must be within the approved budget for council professional development.
- (c) Public purpose and benefit to the city - the training should provide measurable or demonstrable value to city governance, operations or community outcomes.
- (d) Timing and scheduling relative to critical city budget obligations - opportunities may be deferred or denied if conflicting with budget adoption.

9.35[14.4] Webinar Participation. All webinars must be relevant to municipal duties.

9.36[14.5] Notification and Registration Process. Before registering for any training or travel, the Council Member must submit a travel form to the City Secretary's Office to

verify the availability of training and travel funds. Once confirmation is received, option (a) or (b) is available:

- (a) The Council Member may complete registration on his or her own and book travel (airfare and lodging); or
- (b) Request the assistance of the City Secretary's Office to complete registration and make travel arrangements on his or her behalf.

All arrangements must comply with the City's travel guidelines.

[9.37\[14.6\]](#) Travel Expenses. All municipal business travel expenses, including transportation, lodging, per diem, and incidentals, shall follow the same procedural standards and limits established for City staff. Request for Travel (RT) form should be submitted to the City Secretary to ensure travel (car, flight), hotel accommodation, and per diem is calculated. City-funded travel is limited to official City business, including municipal-related training, conferences, and events in which the Council Member is attending in his or her official capacity. Council Members are expected to exercise fiscal responsibility and seek cost-effective arrangements.

[9.38\[14.7\]](#) City's Credit Card Policy. The City of Schertz provides business credit cards to allow for and provide immediate access to goods and/or services, to more easily allow for travel, and to make small purchases with businesses. Individuals issued credit cards may initiate a transaction within the limits of the city's credit card policy. Receipts must be submitted to the City Secretary's Office within 10 days of purchase. Note: If per diem is made available for your travel the credit card may not be used as a source of payment for food and beverage purchases. Alcohol purchases on the city credit card are prohibited.

[9.39\[14.8\]](#) Annual Budget Limits and Discretionary Approval. Each Council Member will be allocated an annual training and travel budget as determined in the City's adopted budget. If a Council Member's requested training or travel expenses exceed the allocated amount, City Council shall have the discretion to approve or deny the additional expense, in accordance with Section 14.3 (a) through (d).

[9.40\[14.9\]](#) Policy Compliance. All Council Members are expected to comply with this policy. Any expenses incurred outside the scope of this policy will be disallowed. The City Secretary's office shall maintain records of all training and travel for auditing and public transparency purposes.

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| Amended: July 147, 2026

ORDINANCE 26-M-029

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AND AMENDING CITY COUNCIL RULES OF CONDUCT AND PROCEDURES FOR CITY COUNCIL LIAISON POSITIONS TO THE CITY OF SCHERTZ BOARDS, COMMITTEES, AND COMMISSIONS AND THE ORDER OF LISTING OF RESPONSIBLE STAFF ON THE AGENDA; REPEALING ALL ORDINANCES OF PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, THE City Council of the City of Schertz has previously adopted Rules of Conduct and Procedure for the conduct of meetings of the City Council 26-M-028; and

WHEREAS, the City Council discussed the following changes at their Workshop meeting on June 16, 2026, and edited during the City Council meeting held July 7, 2026; and

WHEREAS, the City Council of the City has determined that it is in the best interest of the City to amend, update, and clarify the Rules of Conduct and Procedure as they relate to the placement of City Council Members and City Council Liaisons to City Boards, Commissions, and Committees;

WHEREAS, the City Manager has amended Section 6.1 (b) Order of Listing Items: Sponsor and Responsible Staff.

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

Section 1. The City Council's Rules of Conduct and Procedure Articles 5: Appointment Procedures and Article 6: Order of Business are amended as set forth in the City Council Rules of Conduct and Procedure Amended: July 14, 2026, attached hereto and incorporated herein as Exhibit A.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which 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 resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance 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 Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED AND ADOPTED on the ____ day of _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, TRMC
City Secretary

EXHIBIT A

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: City Secretary
Subject: **Boards, Commissions, and Committees: Appoint City Councilmembers as Members and/or Liaisons to City Council Boards, Commissions, and Committees (Deputy City Secretary Sheree Courney)**

BACKGROUND

Following the recent changes in City Council, the Board, Commission, and Committee assignments previously held by the predecessors of Councilmembers Sarah Dietz, Place 6, and Robert Sheridan, III, Place 7 became vacant. Councilmember Dietz was elected to office following the special election to fill Place 6 vacated by Councilmember Allison Heyward, while Councilmember Robert Sheridan was elected to fill the vacancy created by the passing of former Councilmember Tim Brown. During the City Council Workshop held on June 16, 2026, and the City Council Meeting held on July 7, 2026, the Council provided guidance that newly elected or appointed Councilmembers would inherit the Board, Commission, and Committee assignments of the members they succeeded. This direction was subsequently incorporated into the City Council Rules of Conduct and Procedure through Ordinance No. 26-M-029. Accordingly, the assignments previously held by their predecessors will transfer to Councilmembers Dietz and Sheridan in accordance with the adopted Council policy.

Attachments

BCC Member and Liaison Assignments_Nov 2025

CITY COUNCIL MEMBER AND CITY COUNCIL LIAISON ASSIGNMENTS

BOARD NAME	MEMBER	ALTERNATE
ANIMAL ADVISORY BOARD	1 – Councilmember <i>Heyward</i>	N/A
AUDIT COMMITTEE	3 – Mayor Ralph Rodriguez Councilmember Watson Councilmember <i>Heyward</i>	N/A
CIBOLO VALLEY LOCAL GOVERNMENT CORPORATION (CVLGC)	1 EX-OFFICIO Councilmember Watson	1 – Councilmember Westbrook
HAL BALDWIN SCHOLARSHIP COMMITTEE	2 – Councilmember Macaluso Councilmember Guerrero	
INTERVIEW COMMITTEE	3 – Councilmember Davis Councilmember Macaluso Councilmember <i>Heyward</i>	
INVESTMENT ADVISORY COMMITTEE	3 – Mayor Rodriguez Councilmember Guerrero Councilmember <i>Heyward</i>	
MAIN STREET COMMITTEE	4 – Mayor Rodriguez Councilmember Davis Councilmember <i>Heyward</i> Councilmember <i>Brown</i>	
SCHERTZ-SEGUIN LOCAL GOVERNMENT CORPORATION (SSLGC)	1 – WESTBROOK (EXP. 2028)	1 – Councilmember <i>Brown</i>
TAX INCREMENT REINVESTMENT ZONE BOARD (TIRZ II)	3 – Mayor Rodriguez Councilmember Davis Councilmember Macaluso	

CITY COUNCIL MEMBER AND CITY COUNCIL LIAISON ASSIGNMENTS

BOARD NAME	LIAISON	LIAISON ALTERNATE
BOARD OF ADJUSTMENT (BOA)	1 – Mayor Rodriguez	
BUILDING & STANDARDS COMMISSION	1 – Councilmember <i>Heyward</i>	
ECONOMIC DEVELOPMENT CORPORATION (EDC)	1 – Councilmember <i>Brown</i>	
LIBRARY ADVISORY BOARD	1 – Councilmember Watson	
PARKS & REC ADVISORY BOARD	1 – Councilmember Davis	
PLANNING & ZONING COMMISSION (P&Z)	1 – Councilmember Westbrook	
SCHERTZ HISTORICAL PRESERVATION COMMITTEE (SHPC)	2 – Councilmember Guerrero Councilmember Westbrook	
SCHERTZ HOUSING AUTHORITY	1 – Councilmember Davis	
SENIOR CENTER ADVISORY BOARD	2 – Councilmember Watson Councilmember <i>Heyward</i>	1 – Mayor Rodriguez
TRANSPORTATION SAFETY ADVISORY COMMITTEE (TSAC)	1 – Councilmember Davis	

Date Updated: _____

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: City Secretary
Subject: Resolution 26-R-083- TML Intergovernmental Risk Pool-Nomination to Board of Trustees (City Secretary Sheila Edmondson)

BACKGROUND

NOMINATIONS MUST BE RECEIVED BY THE BOARD SECRETARY AT THE ADDRESS BELOW BY 11:59 P.M. ON SUNDAY, AUGUST 2, 2026

It's time for nominations to fill four positions on the TML Intergovernmental Risk Pool Board of Trustees. The Board is comprised of fifteen voting members, twelve of whom are elected by the Pool's membership to serve staggered, six-year terms.

- **WHO/WHAT:** Every even-numbered year, the term of office for one-third of the elected Trustees expires, and an election is held to fill those designated Places. Terms for Trustees in Places I — 4 expire October 1, 2026. (Place 5 is an appointed, rather than elected, public member.) Those places are currently held by the following individuals:

- Place I — J. W. "Buzz" Fullen, Commissioner, Henderson Housing Authority
- Place 2 — Emily Crawford, City Manager, Abilene
- Place 3 — David Rutledge, Mayor, Bridge City
- Place 4 — Austin Bleess, City Manager, Jersey Village

The composition of the entire Board is attached to this agenda item. Eligibility requirements for Places 1 - 4 are as follows:

- Place I — Elected official or employee of any Pool Member
- Places 2, 3, & 4 — Only elected officials or employees of a municipality that is a Pool Member

- **WHEN:** Nominations must be received by the Board Secretary at the address below by 11:59 p.m. on Sunday, August 2, 2026.

- **WHERE/HOW:** Each Board member is elected to a designated Place on the Board, and all nominations must show WHICH of the Places — 1, 2, 3, or 4 — for which the nomination is made. (No residency or other requirement applies.) **The governing body of each Member of the Pool may nominate *one* qualified person for the election.** Nominations must be mailed to the Board Secretary, with a short biographical sketch of the nominee and showing the designated Place for which the nomination is made, to the following 'address:

Trustee Nomination

Board Secretary

P. O. Box 149194

Austin, Texas 78714-9194

The Board Secretary will distribute a ballot to each Pool Member by August 17, 2026.

Nominations are due by Sunday, August 2, 2026

Attachments

TMLIRP Board of Trustees

Resolution 26-R-083 TMLIRP Nomination

Current Texas Municipal League Intergovernmental Risk Pool Board of Trustee Members and the date their terms expire include:

Place 5 (Oct. 1, 2026)
Bert Lumbreras, Chair
Appointed Public Member

Place 10 (Oct. 1, 2028)
Michael Alexander
Appointed Public Member

Place 4 (Oct. 1, 2026)
Austin Bleess, Vice Chair
City Manager, City of Jersey Village

Place 11 (Oct. 1, 2030)
Randy Criswell,
City Manager, City of Wolfforth

Place 1 (Oct. 1, 2026)
J.W. "Buzz" Fullen
Commissioner, Henderson Housing Authority

Place 12 (Oct. 1, 2030)
Allison Heyward
Councilmember, City of Schertz

Place 2 (Oct. 1, 2026)
Emily Crawford
City Manager, City of Abilene

Place 13 (Oct. 1, 2030)
Harlan Jefferson
Deputy City Manager, City of Burleson

Place 3 (Oct. 1, 2026)
David Rutledge
Mayor, City of Bridge City

Place 14 (Oct. 1, 2030)
Mike Land
City Manager, City of Coppell

Place 6 (Oct. 1, 2028)
Kimberly Meismer
Assistant City Manager, City of Kerrville

Place 15 (Oct. 1, 2030)
Rickey Childers
Appointed Public Member

Place 7 (Oct. 1, 2028)
Mary M. Dennis
Mayor, City of Live Oak

TML Representative
Holly Gray
Mayor Pro Tem, City of Roanoke

Place 8 (Oct. 1, 2028)
Chris Coffman
City Manager, City of Granbury

TML Representative
Monty Wynn
Executive Director, Texas Municipal League

Place 9 (Oct. 1, 2028)
Opal Mauldin-Jones.
City Manager, City of Lancaster

RESOLUTION 26-R-083

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, TO NOMINATE (*insert name*) TO THE BOARD OF TRUSTEES OF THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

WHEREAS, the Texas Municipal League Intergovernmental Risk Pool consists of fifteen voting members, twelve of whom are elected by the Pool's membership to serve a staggered, six-year term; and

WHEREAS, every even-numbered year, the term of office for one-third of the elected Trustees expires, and an election is held to fill those designated Places. Terms for Trustees in Places 1-4 expire October 1, 2026; and

WHEREAS, nominations must be received by the Board Secretary by 11:59 p.m. on Friday, August 2, 2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ AS FOLLOWS:

SECTION 1. City Council supports the nomination of (*insert name of nominee*) for the position of Place ____ for the TML Intergovernmental Risk Pool Board of Trustees; and

SECTION 2. 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 3. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America

SECTION 4. 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 5. 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 6. This Resolution shall be in force and effect from and after its final passage, and it is so be resolved.

PASSED, APPORVED AND ADOPTED, this _____ day of _____, 2026.

City of Schertz

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, TRMC
City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: Fire Department
Subject: Resolution 26-R-084 - Authorizing expenditures with HEAT Safety Equipment for Fire Department Self-Contained Breathing Apparatus (SCBA) (Fire Chief Greg Rodgers)

BACKGROUND

The department's current inventory of SCBA equipment has reached the end of its operational service life in order to remain compliant with NFPA and is no longer covered under the manufacturer's warranty. In addition, the upgrade of SCBA's allows for greater cleaning capabilities and greatly reducing firefighter exposure to cancer causing carcinogens. In addition, maintenance costs are significantly increasing while replacement parts are becoming more challenging, reducing the long-term reliability of the equipment. Replacing the department's SCBA inventory is necessary to maintain compliance with the new National Fire Protection Association (NFPA) 1850 standard and Texas Commission on Fire Protection (TCFP) regulations.

HEAT Safety Equipment LLC is a TXShare purchasing cooperative vendor, of which Schertz is a member. Subchapter F, Chapter 271.102 of the Texas Local Government Code, "Cooperative Purchasing Program Participation," provides that a local government may participate in a cooperative purchasing program with other local governments or a local cooperative organization established to provide local governments access to contracts with vendors for the purchase of materials, supplies, services or equipment. Procurement through a cooperative satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services.

GOAL

Regulatory Compliance: Bringing the department's life-safety inventory into full alignment with current National Fire Protection Association (NFPA) and Texas Commission on Fire Protection (TCFP) standards.

Risk Mitigation: Replacing aging equipment to greatly reduce firefighter exposure to cancer causing carcinogens and eliminate the risk of mechanical failure in toxic or Immediately Dangerous to Life or Health (IDLH) environments, while reducing rising maintenance costs.

Operational Enhancement: Upgrading to modern technology that improves on-scene communication, air management efficiency, and Firefighter ergonomics during sustained operations.

COMMUNITY BENEFIT

Uninterrupted Emergency Response Capability: Firefighters cannot enter a burning structure, hazardous materials scene, or toxic environment without a functioning SCBA. By replacing this fleet, the community is guaranteed that first responders are equipped to make immediate, life-saving entries during a crisis.

Fiscal Responsibility & Cost Predictability: Continuing to maintain an aging equipment results in unpredictable and escalating repair costs, specialized technician fees, and expensive replacement parts. Investing in a new fleet under warranty stabilizes the city's fire department budget and protects taxpayer dollars from being spent on depreciating assets. In this warranty period, repairs and replacement are covered for 15 years.

Retention of High-Quality First Responders: providing modern, compliant, and reliable life-safety equipment demonstrates the community's commitment to the health and long-term wellness of its public servants. This not only sends a message of support to personnel, but it also directly supports the recruitment and retention of our firefighters and supporting a safe and livable community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that the City Council approve the resolution authorizing the replacement procurement of Self-Contained Breathing Apparatus (SCBA) equipment for the Fire Department.

FISCAL IMPACT

The total cost of the replacements is \$638,208.18 of which \$307,000 was budgeted in FY 2026 and the remainder was planned to be purchased in FY 2027. Due to potential savings with one purchase, staff proposes to purchase all the replacements in FY 2026. A budget amendment for the remaining amount will be brought to Council for approval in September. Staff is seeking a total not-to-exceed amount of \$640,000.

RECOMMENDATION

Staff recommends that the City Council approve the resolution authorizing the replacement procurement of Self-Contained Breathing Apparatus (SCBA) equipment for the Fire Department.

Attachments

Heat Safety Quote
Resolution 26-R-084

Quotation

5465 Curran Rd.
 Von Ormy, Texas 78073
 Ph. (210) 624-2320

DATE	Quotation No.
7/15/2026	Q26-01852

NAME / ADDRESS
Schertz Fire Department PO Drawer 1 1404-C Schertz Parkway Schertz, Texas 78154

P.O. NO.
txshare 2025-124

ITEM	DESCRIPTION	QTY	COST	TOTAL
X5914026305A04	3M™ Scott™ Air-Pak™ X3 Pro SCBA with Snap-Change X5914026305A04, 4.5, E-Z Flo C5, QD Hose, UEBSS, SEMS II, 2 ea/Case	50	8,434.5376	421,726.88
200130-BDXXXX	7012613882- 3M™ Scott™ Custom Cyl&Valve Assy, 200130-BDXXXX, SC, 4.5, 60-min, Std Paper, 1 ea/Case	14	1,733.88714	24,274.42
200129-BCXXXX	3M™ Scott™ Custom Cyl&Valve Assy 200129-BCXXXX, SC, 4.5, 45 Min, Std Paper, 1 ea/Case	100	851.1506	85,115.06
201564-31	3M™ Scott™ RIT-Pak Fast Attack 201564-31, 4500 PSI. Medium, C5, Rectus, 1 ea/Case	3	2,996.81	8,990.43
200954-32	RIT-PAK III, 4.5, LG, C5, RECTUS	2	4,181.55	8,363.10
200870-01	CYL&VALVE ASSY, 30/4500, 90 DEG	3	1,504.45667	4,513.37
FP1S40002H00010	3M™ Scott™ Vision C5 Facepiece w/Radio Direct Interface FP1S40002H00010, Gen 2, L3Harris®, BCH, 4-Strap, Kev, Small New	5	1,517.568	7,587.84
FP1M40002H00010	3M™ Scott™ Vision C5 Facepiece w/Radio Direct Interface FP1M40002H00010, Gen 2, L3Harris®, BCH, 4-Strap, Kev, Medium	40	1,517.5675	60,702.70
FP1L40002H00010	3M™ Scott™ Vision C5 Facepiece w/Radio Direct Interface FP1L40002H00010, Gen 2, L3Harris®, BCH, 4-Strap, Kev, Large	6	1,517.56667	9,105.40
FP1S40000000000	3M™ Scott™ Vision C5 Facepiece FP1S40000000000, Gen 2, 4-Strap, Kev, Small	1	383.84	383.84
FP1M40000000000	VISION C5 FACEPIECE FP1M40000000000 GEN 2, 4-STRAP KEV MEDIUM	8	383.83625	3,070.69
FP1L40000000000	Vision C5, Facepiece, Large 4 STRAP (Gen 2)	2	383.84	767.68
201088-03	SEMS II, USB GATEWAY	1	2,148.66	2,148.66
8006951	SCOTT CONNECT MONITOR, PRO EDITION ADD ON	1	0.00	0.00
CF5V20S0	3M™ Scott™ Vision C5 Charger CF5V20S0, Qty 1, Low-Power Supply (AC), 1 ea/Case	4	417.50	1,670.00
201506-01	Battery Pack, Lithium ION C5	16	107.06188	1,712.99
201667-12	SPARE HARN KIT, X3PRO, PARA, EBSS	12	958.32417	11,499.89
AI2025	FULL MASK STORAGE BAG	75	25.80	1,935.00
201673-01	Aerial Air Sysytems 2 regs per unit REGULATOR, ASSEMBLY, RIT, EZ-F	2	945.115	1,890.23
Trade In	TRADE IN UNIT x3 nfpa 2013 edition 39 units		-9,750.00	-9,750.00
TxShare 2025-124		Total		

H E A T Safety Equipment LLC.

Quotation

5465 Curran Rd.
Von Ormy, Texas 78073
Ph. (210) 624-2320

DATE	Quotation No.
7/15/2026	Q26-01852

NAME / ADDRESS
Schertz Fire Department PO Drawer 1 1404-C Schertz Parkway Schertz, Texas 78154

P.O. NO.
txshare 2025-124

ITEM	DESCRIPTION	QTY	COST	TOTAL
Trade In	TRADE IN UNIT 30 minute cylinders 4500 psi 78 units		-3,900.00	-3,900.00
Trade In	TRADE IN UNIT rit pack III hansen 3 units		-750.00	-750.00
Trade In	TRADE IN UNIT av3000ht 57 masks		-2,850.00	-2,850.00
Training	TRAINING in-service training 3 shifts		0.00	0.00
FLOW TEST	FLOW TEST (SCBA) NFPA 2025 1989 in-service delivery flow test	50	0.00	0.00
FITTESTOHD	FIT TEST OHD fit test 3 shifts C5 mask		0.00	0.00
TxShare 2025-124		Total		
		\$638,208.18		

RESOLUTION 26-R-084

A RESOLUTION BY THE CITY COUNCIL OF SCHERTZ, TEXAS, AUTHORIZING EXPENDITURES WITH HEAT SAFETY EQUIPMENT FOR THE REPLACEMENT OF SELF-CONTAINED BREATHING APPARATUS (SCBA) FOR THE SCHERTZ FIRE DEPARTMENT

WHEREAS, the City of Schertz Fire Department relies upon Self-Contained Breathing Apparatus (SCBA) equipment to provide critical respiratory protection to Firefighters operating in Immediate Danger to Life or Health (IDLH) environments; and

WHEREAS, the Fire Department's current SCBA fleet is approaching the end of its reliable service life and will no longer meet the latest National Fire Protection Association (NFPA) and Texas Commission on Fire Protection (TCFP) standards; and

WHEREAS, the City Council has determined that funding in the amount requested be appropriately allocated for this critical safety upgrade; and

WHEREAS, the procurement will be from HEAT Safety Equipment LLC, a TXShare cooperative vendor, conducted in compliance with Texas Local Government Code and City purchasing policies.

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

SECTION 1. The City Council hereby authorizes expenditures with HEAT Safety Equipment LLC for Self Contained Breathing Apparatus (SCBA), and associated equipment not to exceed the amount of **SIX HUNDRED AND FORTY THOUSAND DOLLARS (640,000.00)**.

SECTION 2. 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 3. 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 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 5. 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 6. 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 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED on the _____ day of _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

Sheila Edmondson, TRMC
City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026
Department: Engineering
Subject: Resolution 26-R-080 - Requesting Financial Assistance from the Texas Water Development Board; Authorizing the Filing of an Application for Assistance (City Engineer Kathryn Woodlee)

BACKGROUND

Texas House Bill 500 from the 89th Legislative Session appropriated \$1.038 billion in funds for water supply and infrastructure projects to the Texas Water Development Board (TWDB). The TWDB is implementing the Water Supply Infrastructure Grant (WSIG) to use the money to fund eligible water projects in the state. This is a one-time opportunity for this funding for communities across the state to receive grant funds with no local match necessary to design and construct water infrastructure and supply projects.

The 24-inch East Live Oak to IH 35 Tank Dedicated Transmission Main Project is identified on the City's Water Master Plan and Capital Improvement Plan. The main will provide a redundant and dedicated feed between the two storage tanks to better supply water to the northern portion of Schertz and will act to reduce pressures in the existing distribution system currently tied directly to an existing 16-inch transmission main. That reduction of pressure is a benefit to customers served from that line and should significantly reduce main breaks and other maintenance issues on the system in that part of the City.

This grant would fund up to \$21 million for this water main project.

GOAL

The goal of Resolution 26-R-080 is to authorize a request for funding from the TWDB for funding through the WSIG grant program for the IH 35 Dedicated Transmission Main project.

COMMUNITY BENEFIT

Application for funding of a major water infrastructure project supports the City's strategic goal of the provision of an adequate water supply now and in the future, along with the objective of protection of the City's financial stability.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that Council approve resolution 26-R-080 authorizing application for TWDB WSIG funds to be used for the IH 35 Dedicated Transmission Main project.

FISCAL IMPACT

The Dedicated Transmission Main project is currently identified in the CIP for a budgetary total of \$32.075 million. Funding is currently identified as a combination of bonds and water reserves. The maximum grant amount for a City the size of Schertz (pop. 10,001 to 150,000) is \$21 million. While no local match is required for the WSIG opportunity, current funding can be used for costs in excess of awarded grant funds. If the grant application is successful, bond funds in the amount of the grant can be reallocated to fund another project needed by the City.

RECOMMENDATION

Approve Resolution 26-R-080.

Attachments

Resolution 25-R-080

FY25-26 CIP Project Sheets

RESOLUTION 26-R-080

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, REQUESTING FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD; AUTHORIZING THE FILING OF AN APPLICATION FOR ASSISTANCE; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

WHEREAS, Texas House Bill 500 from the 89th Legislative Session appropriated \$1.038 billion in funds for water supply and infrastructure projects to the Texas Water Development Board (TWDB); and

WHEREAS, the TWDB is implementing the Water Supply Infrastructure Grant (WSIG) to fund eligible City water supply projects; and

WHEREAS, the WSIG is provided as 100% grant with no local match required; and

WHEREAS, the funding limit for a community the size of the City of Schertz (between 100,001 to 150,000) is \$21 million and funding may be used to cover grant administration, project management, engineering services, and construction project-related expenses; and

WHEREAS, the City's Capital Improvement Plan includes a water project to construct a 24-inch dedicated transmission main to convey water from the East Live Oak Tank to the IH 35 Tank; and

WHEREAS, the City of Schertz wishes to apply through the TWDB WSIG program to complete the dedicated transmission main project;

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

Section 1. That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$21 million to provide for the costs of the water improvement project known as the Dedicated Transmission Main from East Live Oak to the IH 10 Tank.

Section 2. That Steve Williams, the City Manager of the City of Schertz, Texas, be and is hereby designated the authorized representative of the City of Schertz for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

Section 3. That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City of Schertz before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: SAMCO Capital Markets, Inc.

Engineer: Kimley-Horn and Associates, Inc.

Bond Counsel: Norton Rose Fulbright

Section 4. 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 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. 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 7. 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 8. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED on the _____ day of _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

CITY OF SCHERTZ

CAPITAL IMPROVEMENT PROJECT SHEET

Project Type:	Water	Project Code:	W22
Project Title:	IH 35 Dedicated Water Transmission Main		
Project Manager:			
Location Description:	East Live Oak Water Plant to IH 35 Elevated Water Tank		
Project Summary:	Construction of a 24-inch dedicated water transmission main connecting the Live Oak Tank to the IH 35 Tank at Holly Lane. The main is needed to meet growth, provide redundancy, and to relieve pressure on the distribution network and provide a more reliable transmission of water between the two facilities. 2030-W6		
Start Date:	Jul-20		
Completion Date:	Sep-28		

Project Forecast

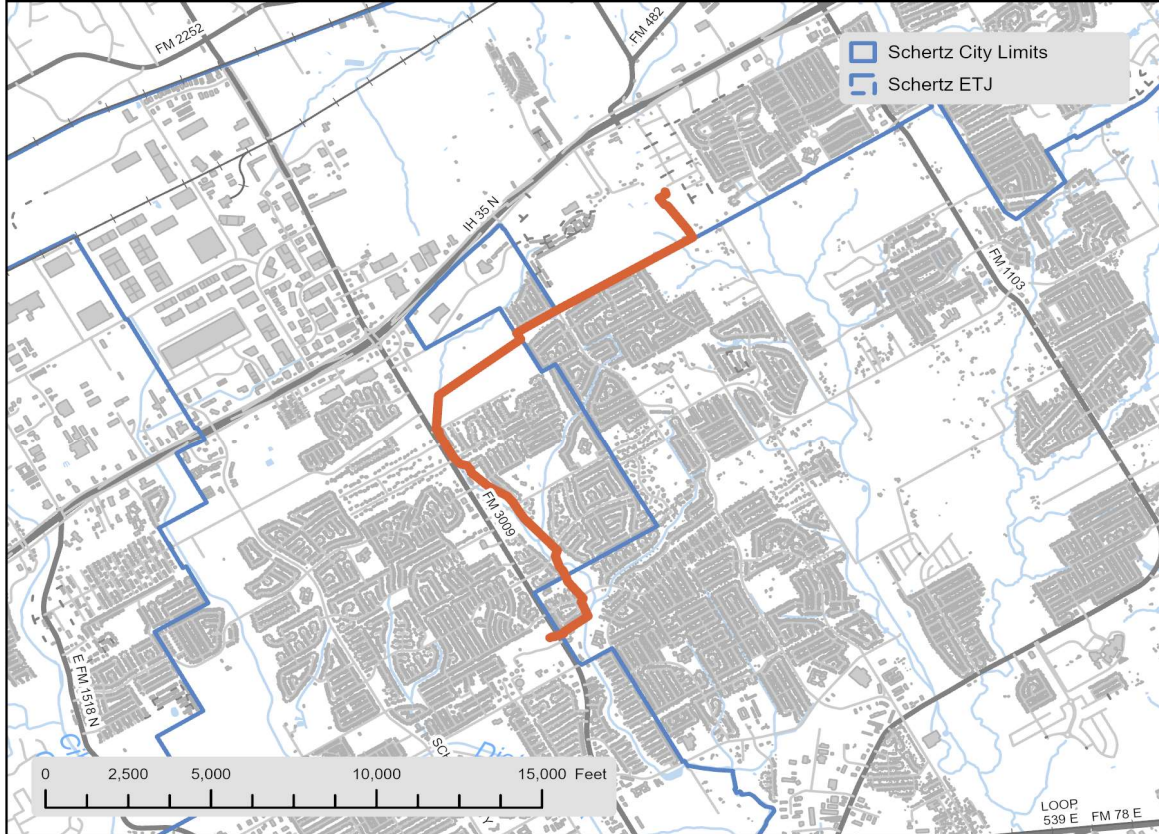
	Prior								
	Appropriation	2025-26	2026-27	2027-28	2028-29	2029-30	2031-2035	Total Cost	
Funding Source									
Water/Sewer Reserves	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	
Bonds	\$ 12,573,205	\$ 6,687,308	\$ 10,314,487	\$ -	\$ -	\$ -	\$ -	\$ 29,575,000	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Funding Source	\$ 15,073,205	\$ 6,687,308	\$ 10,314,487	\$ -	\$ -	\$ -	\$ -	\$ 32,075,000	

	Prior								
	Expenditure								
Expenditure									
Land Acquisition	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Professional Services	\$ 1,327,060	\$ 500,000	\$ 675,000	\$ -	\$ -	\$ -	\$ -	\$ 2,502,060	
Construction	\$ -	\$ -	\$ 5,400,000	\$ 23,172,940	\$ -	\$ -	\$ -	\$ 28,572,940	
Total Expenditure	\$ 1,327,060	\$ 1,500,000	\$ 6,075,000	\$ 23,172,940	\$ -	\$ -	\$ -	\$ 32,075,000	

CITY OF SCHERTZ

CAPITAL IMPROVEMENT PROJECT SHEET

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.



IH 35 DEDICATED TRANSMISSION MAIN

SCHERTZ
COMMUNITY • SERVICE • OPPORTUNITY

CITY COUNCIL MEMORANDUM

City Council Meeting: July 21, 2026

Department: Finance

Subject: Check Report - June 2026 (Finance Director James Walters)

BACKGROUND

Attached is a vendor expenditure report from June 2026, detailing all vendors with whom the City spent \$25,000 - \$100,000. These reports will be provided to Council monthly for awareness.

Attachments

Monthly Check Report June 2026



City of Schertz, TX

Monthly Council Check Report

By Check Number

Date Range: 06/01/2026 - 06/30/2026

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: NAP-Schertz Bank Pooled Cash						
0110617	KIMLEY-HORN AND ASSOCIATES INC	06/03/2026	EFT	0.00	47,791.00	101956
016859	YMCA of Greater San Antonio	06/03/2026	EFT	0.00	34,618.58	101965
14274	TIP Strategies, Inc.	06/03/2026	EFT	0.00	29,000.00	101980
0111269	Vector Solutions	06/18/2026	EFT	0.00	25,707.50	102044
012598	CDW GOVERNMENT INC	06/24/2026	EFT	0.00	69,955.00	102048
012574	CITY OF SEGUIN	06/03/2026	Regular	0.00	51,229.00	723878
019924	PRECISION DELTA CORP	06/03/2026	Regular	0.00	30,567.40	723912
017578	TERRENO SERVICES, INC.	06/03/2026	Regular	0.00	29,170.50	723924
14436	Green Valley Special District	06/10/2026	Regular	0.00	62,500.00	724005
12627	Prime Controls LP	06/10/2026	Regular	0.00	73,500.00	724032
0111713	HALFF ASSOCIATES INC	06/11/2026	Regular	0.00	60,304.50	724060
0110500	INNOVATIVE INTERFACES, INC.	06/11/2026	Regular	0.00	39,687.90	724062
13323	Keystone Construction	06/11/2026	Regular	0.00	29,151.32	724065
13150	KS StateBank	06/11/2026	Regular	0.00	99,792.00	724067
0111995	GVEC	06/15/2026	Regular	0.00	50,290.08	724082
0111632	WEX BANK	06/15/2026	Regular	0.00	76,216.37	724084
12697	Alamo Title Company	06/17/2026	Regular	0.00	39,195.00	724127
011900	NAFECO	06/23/2026	Regular	0.00	27,780.00	724198
14389	Pretty Damn Tough, LLC	06/25/2026	Regular	0.00	25,000.00	724227
13045	Global Payments Direct, Inc	06/02/2026	Bank Draft	0.00	39,421.09	DFT0000565

Bank Code NAP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	14	0.00	694,384.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	39,421.09
EFT's	12	5	0.00	207,072.08
	34	20	0.00	940,877.24

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	14	0.00	694,384.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	39,421.09
EFT's	12	5	0.00	207,072.08
	34	20	0.00	940,877.24

Fund Summary

Fund	Name	Period	Amount
999	OPERATING POOLED CASH	6/2026	940,877.24
			940,877.24