

**CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
AGENDA
JULY 14, 2026
6:30 PM**

Notice is hereby given that the Ingleside City Council will hold a Regular City Council Meeting on July 14, 2026, at 6:30 PM. The Meeting will be held in person at City Hall, 2671 San Angelo Street, Ingleside, Texas. Members of the public can view the meeting via live stream at <https://inglesidetx.gov/>.

With respect to any subject matter set forth below, the City Council may take action, unless otherwise expressly indicated with respect to any particular subject matter.

Opening Agenda

1. Call Meeting to Order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Citizen Comments and Reports.
Persons wishing to address the Council and who have registered using the Citizen Participation Form will have up to three minutes to speak. In accordance with the Open Meetings Act, Council may not discuss or take action on any item that has not been posted on the agenda. While civil public criticism is not prohibited; disorderly conduct or disturbance of the peace as prohibited by law shall be cause for the chair to terminate the offender's time to speak.
6. Staff Comments and Reports.
The Council may discuss any subject which is specifically listed under this item.
 - a. Council Comments and Reports.
 - b. Announcements of Community Interest and/or upcoming events.
 - c. Report on population growth from 2015 to present and projected growth.
 - d. Report on the previous Ingleside Independent School District and City of Ingleside Latch-Key Program.
 - e. City of Ingleside expenditures paid over \$3,000.00 for the period of April through June 2026.

Consent Agenda

All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of the items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

7. Discussion, consideration, and possible action on the Regular Meeting Minutes of June 23, 2026.
8. Discussion, consideration, and possible action on the second and final reading of an Ordinance of the City Council of the City of Ingleside, Texas, amending the Personnel Policies and Procedures, Section 2. Employee Responsibilities: Creating 2.U. Artificial Intelligence Systems by City Officials, Employees, and Contractors; providing definitions; establishing use limitations, disclosure requirements, and data-security safeguards; providing for enforcement; providing severability clause; providing an effective date; and publication.

Regular Agenda

9. Discussion, consideration, and possible action on a Resolution of the City Council appointing members to the Street Advisory Group.
10. Discussion, consideration, and possible action on the first reading of an Ordinance of the City of Ingleside, Texas, amending Chapter 42 ("Personnel"), Article III ("Volunteer Fire Department"), Section 42-59 ("Requirements of Assistant Chief and Firefighters") of the Code of Ordinances to remove age-based restrictions and establish fitness-based qualifications for volunteer firefighters; providing findings; providing for codification; providing a savings clause; providing a severability clause; providing for publication; and providing an effective date.
11. Discussion, consideration, and possible action on the first reading of an Ordinance of the City of Ingleside, Texas, creating and adding Article VII, "Motor-Assisted Scooters, Bicycles, and Electric Bicycles," to Chapter 62, "Traffic and Vehicles," of the Code of Ordinances of the City of Ingleside; adopting regulations governing the operation of motor-assisted scooters, bicycles, and electric bicycles upon public property; providing a penalty; providing a savings clause; providing a severability clause; providing for publication; and providing an effective date.
12. Discussion, consideration, and possible action on a Resolution of the City Council of the City of Ingleside, Texas authorizing the acceptance of a grant from the Texas A&M Forest Service in the amount of \$25,000.00 towards the purchase of new apparatus equipment for the Ingleside Volunteer Fire Department.
13. Deliberate and take appropriate action on the first and only reading of an Ordinance amending the Fiscal Year 2025-2026 Budget for the City of Ingleside, Texas, for the Grant Fund for the appropriation of the Grant Funds from Texas A&M Forest Service for the purchase of apparatus and equipment for the Volunteer Fire Department.
14. Discussion, consideration, and possible action on the acceptance of a donation to the Ingleside Volunteer Fire Department in the amount \$500.00 from the Kiewit Offshore Services Employee Foundation.
15. Discussion, consideration, and possible action on the first and only reading of an Ordinance amending the Fiscal Year 2025-2026 Budget for the City of Ingleside, Texas, for the General

Fund for the appropriation of the donation funds for the Volunteer Fire Department received from Kiewit Offshore Services Employee Foundation.

16. Discussion, consideration, and possible action on authorizing staff to advertise and receive Requests for Proposals (RFP) for qualified firms of Certified Public Accountants to audit the City and its blended component unit, Ingleside Development Corporation (IDC) financial statements.
17. Discussion, consideration, possible action on City Council to approve the purchase of insert-a-valve equipment for the water department, as budgeted in the Fiscal Year 25-26 CIP budget Fund 52 from Hydra-Stop, a Sole Source provider.
18. Discussion, consideration, and possible action for City Council to approve the purchase of a 16' Load King Dump Truck from Custom Truck One Source through Sourcewell Cooperative purchasing program.
19. Discussion, consideration, and possible action on future city projects, the effect on the Interest and Sinking Tax levy and on authorizing staff to present a resolution for Certificates of Obligation at the July 28, 2026 Regular City Council meeting.

Closing Agenda

20. Items to consider for placement on future agendas.
21. Adjourn.

Special Accommodations

This facility is wheelchair accessible and there are special parking spaces near the main entrance. Request for accommodations or special services must be made 48 hours prior to this meeting. Please contact City Secretary's Office at (361) 776-2517 or Fax (361) 776-1027 or email citycouncilquestions@inglesidetx.gov for further information.

With respect to any subject matter listed on this agenda, the City Council may meet in Closed Executive Session, if and to the extent allowed by Chapter 551 of the Texas Government Code, including, but not limited to, any of the following sections of Chapter 551: Section 551.071 Consultations with Attorney, Section 551.072 Deliberation about Real Property, Section 551.073 Deliberation regarding Prospective Gift, Section 551.074 Personnel Matters, Section 551.087 Deliberation regarding Economic Development Negotiations, and Section 551.089 Deliberation regarding Security Devices Or Security Audits.

Certification

I, Jana Stork, certify that the above notice of this Regular Meeting of the City Council was posted on the City Hall bulletin board at 2671 San Angelo Street, Ingleside, Texas on July 8, 2026 by 6:50 p.m.



Jana Stork, City Secretary

This public notice was removed from the official posting board at the Ingleside City Hall on the following:

Date: _____

Time: _____

By: _____

City Secretary's Office
City of Ingleside, Texas

CITY COUNCIL AGENDA
Regular Meeting: July 14, 2026

AGENDA ITEM: 6.a

Council Comments and Reports.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Jana Stork, Director of Administrative Services/City Secretary

BACKGROUND:

City Council may discuss any subject under this item.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

For informational purposes only.

ATTACHMENTS:

None

CITY COUNCIL AGENDA
Regular Meeting: July 14, 2026

AGENDA ITEM: 6.b

Announcements of Community Interest and/or upcoming events.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

1. City of Ingleside Planning & Zoning Commission Volunteers Needed
 2. City of Ingleside Street Advisory Group Volunteers Needed
 3. Ingleside Public Library Crochet for Beginners, June 08, 2026 - July 27, 2026
 4. Ingleside Public Library Pokémon TCG Trading, July 15, 2026
 5. Ingleside Parks & Recreation Summer Movie Series at the Pool, A Minecraft Movie, July 17, 2026
 6. Ingleside Public Library Tekken 7 Tournament, July 25, 2026
 7. Ingleside Parks & Recreation Summer Movie Series at the Pool, Zootopia 2, August 08, 2026
-

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

For informational purposes only.

ATTACHMENTS:

1. 2026, 07-14 Community Events v2



**CARE ABOUT THE GROWTH
AND DEVELOPMENT OF
INGLESIDE?**

VOLUNTEER FOR THE

**PLANNING & ZONING
COMMISSION**

CONTACT:

CITY SECRETARY'S DEPARTMENT

CITYSECRETARY@INGLESIDETX.GOV

361-776-2517

Want Better Streets?

VOLUNTEER FOR THE

INGLESIDE STREET ADVISORY GROUP

CONTACT:

CITY SECRETARY'S DEPARTMENT

CITYSECRETARY@INGLESIDETX.GOV

361-776-2517





SUMMER

MOVIE SERIES AT THE POOL

6 JUNE

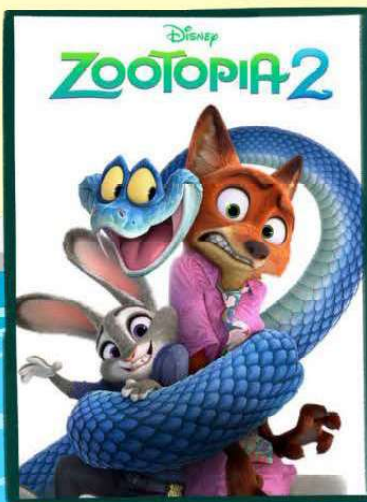


SUMMER BASH



JULY 17

8 AUGUST



BACK TO SCHOOL SPLASH



POOL DOORS OPEN AT 8:30PM - MOVIES WILL START AT SUNDOWN

CHARLES H. DOHERTY SWIMMING POOL | 2746 MUSTANG DR. INGLESIDE, TX

Ingleside Parks and Recreation

FREE CROCHET FOR BEGINNERS

SUMMER SCHEDULE

Mondays

Beginning **Ending**
June 8th - July 27th
10:00a - 11:00a



Ingleside Public Library
Contact the Library at 361-776-5355 for information



TCG Trading Event

Trade your Pokémon cards and in-game Pokémon with others at the Library.

You can also try out your deck in friendly matches.

Selling is not allowed on our property.



July 15th
12:00pm -
3:00pm





TOURNAMANT

**SIGN UP AT
INGLESIDE PUBLIC LIBRARY**

**STARTS IN JULY 25TH 2026
1:00PM - 4:00PM**

**FREE ADMISSION
16 AND UP ONLY**

DOUBLE ELIMINATION



CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 6.c

Report on population growth from 2015 to present and projected growth.

SUBMITTED BY: Brenton Lewis, City Manager

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

At a previous meeting, the request was made to provide for population growth in the last 10 years. Below is the data from the US Census Bureau:

- **2015:** 9,720 est.
- **2016:** 9,641 est.
- **2017:** 9,628 est.
- **2018:** 9,941 est.
- **2019:** 10,043 est.
- **2020:** 9,519 (Official Decennial Census count)
- **2021:** 9,566 est.
- **2022:** 10,100 est.
- **2023:** 10,000 est.
- **2024:** 10,155 est.
- **2025:** 10,900 est.
- **2026:** 10,089 est.
- **July 2026:** 11,545 City Estimate based on single family residential units and multi-family units.

The City of Ingleside has two housing developments of 45 and 300 residential units. The additional residential units are projected to increase the City of Ingleside's population by an additional 924 people, after completion of all development phases.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Report Only.

ATTACHMENTS:

None

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 6.d

Report on the previous Ingleside Independent School District and City of Ingleside Latch-Key Program.

SUBMITTED BY: Brenton Lewis, City Manager

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

At a previous City Council meeting, a report was requested concerning the Latch Key program that had been previously operated by the City of Ingleside Parks and Recreation Department.

An agenda item was placed on the June 16, 2017 City Council Agenda as follows: **Authorize Parks Dept to submit an application for the Latchkey program.**

As recorded in the minutes, Parks and Facilities Manager Mariana Garcia explained after being approached by the School District to help fill this need for the public, they did a survey of the two campuses to see what the reception would be. They received 52 responses asking for 73 kids to be enrolled and they have since found out that several people are calling the school and city saying they never saw the flyer but also wanted to be a part of the Latchkey. There are three day cares in the City of Ingleside and they each have a waiting list trying to get kids into their programs. If approved, the first year of this program would be limited to 80 students, ages 5-10 years old. The staff that current work from the Humble Center would be increased and moved to the new Primary Campus during the Latchkey season. This does not allow for Summer, Thanksgiving, Christmas, and Spring Break periods; the Humble Center program would be active during the school breaks and the same staff utilized and there would be separate registrations. If the Council is interested in this program, we need to submit the paperwork this Thursday to the State in order to get the licensing requirements started. The expenses include various staff, supplies, and equipment needs. The sand/mulch allowed by schools is different than sand/mulch allowed for a Latchkey program and that will need to be replaced at the Primary campus.

Mayor Lamas made a motion authorizing the Recreation Department to Submit an Application for a Latchkey Program to be Operated at Ingleside Primary School for the 2017-2018 School Year and was seconded by Council Member Schack. The motion was approved with Mayor Lamas and Council Members Tucker, Underbrink, Adame, Parker, and Schack voting aye; and Council Member Knippa voting no.

An agenda item was placed on the August 10, 2021, City Council Agenda as follows: **Discussion, consideration, and action regarding the Latchkey Program.**

As recorded in the minutes, Linnette Barker, City Manager, commented the city will discontinue the Latchkey Program, as the Ingleside Independent School District will be partnering with the Boys and Girls Club to run the Latchkey Program. Troy Mircovich, Superintendent of Ingleside Independent School District, commented he would ask the City of Ingleside to continue the Latchkey Program thru October 31 , 2021, due to time constraints for licensing. There is a high need for the Latchkey program. Mayor Parker, clarified, the request that the School District is in charge of the Latchkey Program, with the city licensed employees to work and be paid by the School District through the end of October. Council Member Diehl, commented he would support the program, and verified that the city would not be in charge of the Latchkey Program as of November 1 , 2021 . Council Member Diehl made a motion, seconded by Council Member Wilson, to continue the city Latchkey Program, working with the Boys and Girls Club and the school district through November 1 , 2021 . The motion passed unanimously.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Report Only.

ATTACHMENTS:

None

CITY COUNCIL AGENDA
Regular Meeting: July 14, 2026

AGENDA ITEM: 6.e

City of Ingleside expenditures paid over \$3,000.00 for the period of April through June 2026.

SUBMITTED BY: Luis Rios, Director of Finance, Priscilla Solis, Assistant Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Purchases are in compliance with the Procurement Policy and Procedures. Purchase orders have been approved by the appropriate officials.

FISCAL ANALYSIS:

City of Ingleside expenditures paid over \$3,000.00 from 04/01/2026-06/30/2026.
Total A/P Checks and Invoices totaling over \$3,000 — Amount: \$9,993,764.84

RECOMMENDATION:

For informational purposes only

ATTACHMENTS:

1. OVER 3K REPORT 04012026-06302026



Check Report

By Check Number

Date Range: 04/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCOP-POOLED CASH - OPERATING						
03532	GEXA ENERGY, LP	04/01/2026	Regular	0.00	19,837.58	83703
05910	GREAT LAKES PETROLEUM CO	04/01/2026	Regular	0.00	5,193.66	83707
02792	KIRK NICKELS COMPUTER SUPPLIES AND SERVIC	04/01/2026	Regular	0.00	3,265.00	83711
06032	MCGRATH CONSULTING GROUP, INC.	04/01/2026	Regular	0.00	13,210.00	83714
05483	PROGRESSIVE COMMERCIAL AQUATICS, INC	04/01/2026	VOID	0.00	5,042.48	83717
03609	SAN PATRICIO CO TAX ASSESSOR	04/01/2026	Regular	0.00	12,852.00	83718
00878	SHI-GOVERNMENT SOLUTIONS, INC.	04/01/2026	Regular	0.00	5,011.50	83719
01092	TEXAS INDUSTRIES, INC.	04/01/2026	Regular	0.00	13,630.22	83722
00432	VULCAN MATERIALS COMPANY	04/01/2026	Regular	0.00	7,105.99	83726
05612	A. ORTIZ CONSTRUCTION & PAVING	04/16/2026	Regular	0.00	71,259.24	83729
05812	ABIP-SA PC	04/16/2026	Regular	0.00	11,470.00	83730
06024	AGCM, INC	04/16/2026	Regular	0.00	26,404.00	83731
04387	DAVIDSON TROILO REAM & GARZA	04/16/2026	Regular	0.00	21,540.59	83742
03058	ERGON ASPHALT AND EMULSIONS, INC	04/16/2026	Regular	0.00	4,200.36	83746
05452	ESO SOLUTIONS, INC.	04/16/2026	Regular	0.00	3,469.42	83747
05910	GREAT LAKES PETROLEUM CO	04/16/2026	Regular	0.00	3,604.68	83750
05873	JORDAN STAFFING, LLC	04/16/2026	Regular	0.00	5,460.00	83755
06153	MALLORY HOLDING COMPANY	04/16/2026	Regular	0.00	4,473.97	83763
05136	NARDIS INC.	04/16/2026	Regular	0.00	5,179.27	83766
05483	PROGRESSIVE COMMERCIAL AQUATICS, INC	04/16/2026	Regular	0.00	4,838.00	83769
05297	PRO-TOUCH CONTRACTORS, INC	04/16/2026	Regular	0.00	3,720.00	83770
05214	RAPIDSCALE INC.	04/16/2026	Regular	0.00	3,527.77	83771
00034	REPUBLIC SERVICES, INC.	04/16/2026	Regular	0.00	120,779.95	83772
00054	SAN PATRICIO MUNICIPAL WATER DISTRICT	04/16/2026	Regular	0.00	101,237.85	83777
06093	TERRACON CONSULTANTS, INC.	04/16/2026	Regular	0.00	18,996.25	83784
00541	TEXAS MUNICIPAL LEAGUE - IRP	04/16/2026	Regular	0.00	61,934.25	83785
00286	UNIQUE EMPLOYMENT I LTD	04/16/2026	Regular	0.00	3,870.00	83790
00069	UNITED STATES POSTAL SERVICE	04/16/2026	Regular	0.00	5,500.00	83791
06077	KINECT COMMUNICATIONS LLC	04/16/2026	Regular	0.00	21,299.04	83795
01614	KIEWIT OFFSHORE SERVICES, LTD.	04/21/2026	Regular	0.00	81,759.28	83796
05403	CIVICPLUS, LLC	04/23/2026	Regular	0.00	6,239.36	83806
06192	CLOSNER EQUIPMENT CO., INC.	04/23/2026	Regular	0.00	5,383.01	83807
06160	CORE PROJECTS GROUP LLC	04/23/2026	Regular	0.00	24,481.50	83808
04387	DAVIDSON TROILO REAM & GARZA	04/23/2026	Regular	0.00	16,496.50	83810
06171	GERALD BRENT MOSS	04/23/2026	Regular	0.00	3,500.00	83815
05910	GREAT LAKES PETROLEUM CO	04/23/2026	Regular	0.00	4,777.08	83816
05873	JORDAN STAFFING, LLC	04/23/2026	Regular	0.00	7,942.51	83818
06079	LEVY ARCHITECTS, PLLC	04/23/2026	Regular	0.00	12,233.98	83820
06088	LOWER COLORADO RIVER AUTHORITY	04/23/2026	Regular	0.00	3,150.00	83823
05360	LYNN ENGINEERING LLC	04/23/2026	Regular	0.00	4,595.00	83824
00370	PVS DX INC.	04/23/2026	Regular	0.00	4,228.40	83829
01904	SAN PATRICIO COUNTY	04/23/2026	Regular	0.00	3,150.00	83832
06093	TERRACON CONSULTANTS, INC.	04/23/2026	Regular	0.00	10,817.50	83836
00169	TRI COUNTY EMERGENCY MEDICAL SERVICES, II	04/23/2026	Regular	0.00	21,307.23	83841
00008	TYLER TECHNOLOGIES, INC.	04/23/2026	Regular	0.00	3,613.75	83842
00286	UNIQUE EMPLOYMENT I LTD	04/23/2026	Regular	0.00	7,110.00	83843
05379	WEX BANK	04/23/2026	Regular	0.00	8,331.91	83845
06102	NHE ENTERPRISES	04/29/2026	Regular	0.00	26,438.00	83855
05188	AT&T MOBILITY LLC	04/30/2026	Regular	0.00	5,361.47	83860
00778	FERGUSON ENTERPRISES, INC	04/30/2026	Regular	0.00	3,660.00	83866
05917	GIGS OF SOUTH TEXAS	04/30/2026	Regular	0.00	4,324.00	83867
00389	GT DISTRIBUTORS, INC.	04/30/2026	Regular	0.00	4,410.00	83870
04295	HANSON PROFESSIONAL SERVICES, INC	04/30/2026	Regular	0.00	15,340.00	83871
00344	INGLESIDE CHAMBER OF COMMERCE	04/30/2026	Regular	0.00	37,811.98	83873

Check Report

Date Range: 04/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00286	UNIQUE EMPLOYMENT I LTD	04/30/2026	Regular	0.00	4,500.00	83887
04453	CORE & MAIN LP	05/07/2026	Regular	0.00	3,156.94	83895
03532	GEXA ENERGY, LP	05/07/2026	Regular	0.00	47,360.87	83903
04295	HANSON PROFESSIONAL SERVICES, INC	05/07/2026	Regular	0.00	53,023.95	83906
05873	JORDAN STAFFING, LLC	05/07/2026	Regular	0.00	7,080.75	83907
06077	KINECT COMMUNICATIONS LLC	05/07/2026	Regular	0.00	44,982.99	83908
00054	SAN PATRICIO MUNICIPAL WATER DISTRICT	05/07/2026	Regular	0.00	93,825.25	83913
00878	SHI-GOVERNMENT SOLUTIONS, INC.	05/07/2026	Regular	0.00	3,868.50	83914
03301	TCEQ	05/07/2026	Regular	0.00	56,100.00	83915
05987	TRIPLE DIAMOND TRANSPORT LLC	05/07/2026	Regular	0.00	5,989.60	83917
05403	CIVICPLUS, LLC	05/14/2026	Regular	0.00	17,364.37	83927
05910	GREAT LAKES PETROLEUM CO	05/14/2026	Regular	0.00	5,135.47	83939
05873	JORDAN STAFFING, LLC	05/14/2026	Regular	0.00	3,616.88	83944
06203	LSB BROADCASTING, INC.	05/14/2026	Regular	0.00	4,800.00	83951
05483	PROGRESSIVE COMMERCIAL AQUATICS, INC	05/14/2026	Regular	0.00	5,067.48	83957
00370	PVS DX INC.	05/14/2026	Regular	0.00	4,028.40	83958
05214	RAPIDSCALE INC.	05/14/2026	Regular	0.00	3,602.08	83960
00034	REPUBLIC SERVICES, INC.	05/14/2026	Regular	0.00	120,075.80	83961
05325	REVVER, INC	05/14/2026	Regular	0.00	5,451.33	83962
06024	AGCM, INC	05/21/2026	Regular	0.00	30,565.00	83974
05188	AT&T MOBILITY LLC	05/21/2026	Regular	0.00	5,482.10	83976
00035	BILL P. DENDY INC.	05/21/2026	Regular	0.00	3,478.44	83979
03737	DAILEY WELLS COMMUNICATIONS INC.	05/21/2026	Regular	0.00	17,526.40	83984
01999	GRANT WORKS	05/21/2026	Regular	0.00	77,163.25	83990
05873	JORDAN STAFFING, LLC	05/21/2026	Regular	0.00	3,225.94	83994
00304	SAN PATRICIO CO APPRAISAL DISTRICT	05/21/2026	Regular	0.00	55,687.12	84008
00169	TRI COUNTY EMERGENCY MEDICAL SERVICES, II	05/21/2026	Regular	0.00	21,307.23	84018
05987	TRIPLE DIAMOND TRANSPORT LLC	05/21/2026	Regular	0.00	9,791.12	84019
05379	WEX BANK	05/21/2026	Regular	0.00	8,096.60	84023
04387	DAVIDSON TROILO REAM & GARZA	05/28/2026	Regular	0.00	16,415.25	84031
06202	FERNANDEZ, CLAUDIA	05/28/2026	Regular	0.00	4,537.50	84032
04638	FREESE AND NICHOLS, INC.	05/28/2026	Regular	0.00	90,944.54	84033
05910	GREAT LAKES PETROLEUM CO	05/28/2026	Regular	0.00	4,798.34	84035
04295	HANSON PROFESSIONAL SERVICES, INC	05/28/2026	VOID	0.00	20,948.52	84036
05873	JORDAN STAFFING, LLC	05/28/2026	Regular	0.00	5,610.94	84037
02377	LARRY D WARD	05/28/2026	Regular	0.00	14,681.11	84038
06079	LEVY ARCHITECTS, PLLC	05/28/2026	Regular	0.00	9,772.50	84040
05483	PROGRESSIVE COMMERCIAL AQUATICS, INC	05/28/2026	Regular	0.00	5,042.48	84047
01936	RICOH USA, INC.	05/28/2026	Regular	0.00	3,734.23	84048
05529	VICTOR INSURANCE MANAGERS INC.	05/28/2026	Regular	0.00	204,535.50	84055
00411	COAST MATERIALS, INC.	06/04/2026	Regular	0.00	4,720.50	84062
03058	ERGON ASPHALT AND EMULSIONS, INC	06/04/2026	Regular	0.00	13,848.66	84066
04295	HANSON PROFESSIONAL SERVICES, INC	06/04/2026	Regular	0.00	20,948.52	84074
06052	HILLTOP HOLDINGS, INC.	06/04/2026	Regular	0.00	18,000.00	84075
00344	INGLESIDE CHAMBER OF COMMERCE	06/04/2026	Regular	0.00	6,750.00	84077
05873	JORDAN STAFFING, LLC	06/04/2026	Regular	0.00	4,921.88	84078
00286	UNIQUE EMPLOYMENT I LTD	06/04/2026	Regular	0.00	7,363.26	84096
05940	WAYPOINT BUSINESS SOLUTIONS, LLC	06/04/2026	Regular	0.00	5,500.00	84098
06024	AGCM, INC	06/11/2026	Regular	0.00	3,982.00	84105
05518	AMERICAN STEEL & SUPPLY, INC.	06/11/2026	Regular	0.00	8,250.00	84108
04130	CDS PROPERTIES, INC.	06/11/2026	Regular	0.00	4,178.30	84110
05910	GREAT LAKES PETROLEUM CO	06/11/2026	Regular	0.00	5,818.75	84119
00389	GT DISTRIBUTORS, INC.	06/11/2026	Regular	0.00	4,515.25	84120
05873	JORDAN STAFFING, LLC	06/11/2026	Regular	0.00	3,870.00	84122
06079	LEVY ARCHITECTS, PLLC	06/11/2026	Regular	0.00	5,582.50	84125
00034	REPUBLIC SERVICES, INC.	06/11/2026	Regular	0.00	119,713.40	84133
00054	SAN PATRICIO MUNICIPAL WATER DISTRICT	06/11/2026	Regular	0.00	88,261.65	84137
00878	SHI-GOVERNMENT SOLUTIONS, INC.	06/11/2026	Regular	0.00	4,171.44	84138
00126	STATE COMPTROLLER	06/11/2026	Regular	0.00	21,077.99	84139
00541	TEXAS MUNICIPAL LEAGUE - IRP	06/11/2026	Regular	0.00	4,343.89	84141
05744	VICTORIA COMMUNICATIONS SERVICES, INC.	06/11/2026	VOID	0.00	16,006.96	84143

Check Report

Date Range: 04/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
06024	AGCM, INC	06/18/2026	Regular	0.00	21,795.75	84152
00411	COAST MATERIALS, INC.	06/18/2026	Regular	0.00	11,776.73	84163
06149	EdgeTeam Technology	06/18/2026	Regular	0.00	8,132.58	84167
05752	GMT SUPERIOR LUBE	06/18/2026	Regular	0.00	4,160.93	84170
01999	GRANT WORKS	06/18/2026	Regular	0.00	7,555.00	84171
04295	HANSON PROFESSIONAL SERVICES, INC	06/18/2026	Regular	0.00	19,000.00	84173
06079	LEVY ARCHITECTS, PLLC	06/18/2026	Regular	0.00	9,071.25	84177
05214	RAPIDSCALE INC.	06/18/2026	Regular	0.00	3,708.57	84183
01092	TEXAS INDUSTRIES, INC.	06/18/2026	Regular	0.00	3,720.95	84194
05744	VICTORIA COMMUNICATIONS SERVICES, INC.	06/18/2026	Regular	0.00	16,006.96	84202
05379	WEX BANK	06/18/2026	Regular	0.00	7,739.93	84204
05188	AT&T MOBILITY LLC	06/25/2026	Regular	0.00	5,678.80	84208
05230	ES OPCO USA, LLC.	06/25/2026	Regular	0.00	8,647.00	84220
05910	GREAT LAKES PETROLEUM CO	06/25/2026	Regular	0.00	4,331.37	84222
04840	HERRERA, PAUL	06/25/2026	Regular	0.00	8,500.00	84223
03562	HPS, LLC	06/25/2026	Regular	0.00	8,865.42	84224
03188	J.J. FOX CONSTRUCTION, INC.	06/25/2026	Regular	0.00	30,000.00	84228
00169	TRI COUNTY EMERGENCY MEDICAL SERVICES, II	06/25/2026	Regular	0.00	21,307.23	84243
06008	GONZALEZ, JR ARMANDO	05/21/2026	Bank Draft	0.00	10,000.00	202605
06008	GONZALEZ, JR ARMANDO	06/23/2026	Bank Draft	0.00	5,000.00	2029-06
00325	CARD SERVICE CENTER	04/21/2026	Bank Draft	0.00	25,889.37	20260329
00325	CARD SERVICE CENTER	05/18/2026	Bank Draft	0.00	32,859.49	20260428
00325	CARD SERVICE CENTER	06/19/2026	Bank Draft	0.00	19,165.23	20260529
05481	SYSTEMSEVEN SERVICES, LLC	04/14/2026	Bank Draft	0.00	4,561.54	INV72759
05481	SYSTEMSEVEN SERVICES, LLC	05/05/2026	Bank Draft	0.00	4,561.54	INV73160
05481	SYSTEMSEVEN SERVICES, LLC	06/03/2026	Bank Draft	0.00	4,561.54	INV73524
06092	ASSOCIATED CONSTRUCTION PARTNERS, LTD.	05/01/2026	Bank Draft	0.00	2,449,668.15	PAYAPP08
06092	ASSOCIATED CONSTRUCTION PARTNERS, LTD.	06/23/2026	Bank Draft	0.00	1,657,695.53	PAYAPP09
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	04/15/2026	Bank Draft	0.00	64,977.58	DFT0000331
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	04/15/2026	Bank Draft	0.00	63,108.06	DFT0000340
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	04/15/2026	Bank Draft	0.00	3,494.50	DFT0000356
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	05/15/2026	Bank Draft	0.00	63,346.68	DFT0000364
00010	IRS	04/02/2026	Bank Draft	0.00	7,122.02	DFT0000365
00010	IRS	04/02/2026	Bank Draft	0.00	18,424.52	DFT0000366
00010	IRS	04/02/2026	Bank Draft	0.00	30,452.72	DFT0000367
00159	TML INTERGOVERNMENT	04/01/2026	Bank Draft	0.00	124,745.80	DFT0000369
06092	ASSOCIATED CONSTRUCTION PARTNERS, LTD.	04/01/2026	Bank Draft	0.00	2,019,329.44	DFT0000370
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	05/15/2026	Bank Draft	0.00	62,772.75	DFT0000374
00010	IRS	04/17/2026	Bank Draft	0.00	7,039.00	DFT0000375
00010	IRS	04/17/2026	Bank Draft	0.00	18,148.25	DFT0000376
00010	IRS	04/17/2026	Bank Draft	0.00	30,097.76	DFT0000377
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	06/15/2026	Bank Draft	0.00	62,162.37	DFT0000393
00010	IRS	05/01/2026	Bank Draft	0.00	6,974.36	DFT0000394
00010	IRS	05/01/2026	Bank Draft	0.00	17,507.29	DFT0000395
00010	IRS	05/01/2026	Bank Draft	0.00	29,821.14	DFT0000396
00464	TEXAS WORKFORCE COMMISSION	04/30/2026	Bank Draft	0.00	17,747.52	DFT0000399
00159	TML INTERGOVERNMENT	05/01/2026	Bank Draft	0.00	121,856.50	DFT0000401
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	06/15/2026	Bank Draft	0.00	66,407.27	DFT0000407
00010	IRS	05/15/2026	Bank Draft	0.00	7,471.32	DFT0000408
00010	IRS	05/15/2026	Bank Draft	0.00	19,966.86	DFT0000409
00010	IRS	05/15/2026	Bank Draft	0.00	31,946.26	DFT0000410
00011	TEXAS MUNICIPAL RETIREMENT SYSTEM	06/15/2026	Bank Draft	0.00	62,126.20	DFT0000415
00010	IRS	05/29/2026	Bank Draft	0.00	7,153.28	DFT0000416
00010	IRS	05/29/2026	Bank Draft	0.00	18,285.55	DFT0000417
00010	IRS	05/29/2026	Bank Draft	0.00	30,586.14	DFT0000418
00159	TML INTERGOVERNMENT	06/01/2026	Bank Draft	0.00	123,672.69	DFT0000420
00010	IRS	06/12/2026	Bank Draft	0.00	7,388.26	DFT0000430
00010	IRS	06/12/2026	Bank Draft	0.00	18,468.14	DFT0000431
00010	IRS	06/12/2026	Bank Draft	0.00	31,591.06	DFT0000432
00010	IRS	06/26/2026	Bank Draft	0.00	7,398.88	DFT0000453
00010	IRS	06/26/2026	Bank Draft	0.00	18,051.98	DFT0000454

Check Report**Date Range: 04/01/2026 - 06/30/2026**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00010	IRS	06/26/2026	VOID	0.00	31,636.52	DFT0000455

Bank Code PCOP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	185	133	0.00	2,546,575.76
Manual Checks	0	0	0.00	0.00
Voided Checks	4	4	0.00	60,049.94
Bank Drafts	44	44	0.00	7,447,189.06
EFT's	0	0	0.00	0.00
	229	177	0.00	9,993,764.84

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	185	133	0.00	2,588,573.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	44	44	0.00	7,465,241.06
EFT's	0	0	0.00	0.00
	229	177	0.00	10,053,814.78

Fund Summary

Fund	Name	Period	Amount
90	POOLED CASH	4/2026	3,354,013.61
90	POOLED CASH	5/2026	4,012,652.08
90	POOLED CASH	6/2026	2,687,149.09
			10,053,814.78

CITY COUNCIL AGENDA
Regular Meeting: July 14, 2026

AGENDA ITEM: 7

Discussion, consideration, and possible action on the Regular Meeting Minutes of June 23, 2026.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Please see the accompanying Regular City Council Meeting Minutes of June 23, 2026.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends Council approve the Minutes, as presented.

ATTACHMENTS:

1. 2026, 06-23 Regular Meeting Minutes_DRAFT v2

**CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
MINUTES
JUNE 23, 2026**

Opening Agenda

1. Call regular meeting to order.

The Regular Council Meeting of the City of Ingleside was called to order by Mayor Adame at 6:30 p.m. on June 23, 2026, at City Hall 2671 San Angelo Ave., Ingleside, TX and live video streaming.

2. Roll Call.

With Council Members present a quorum was established.

Council Members Present: James Steward, Steve Diehl, Mayor Pro-Tem Salinas, Victor Polanco Jr., Linda Timmerman, Jessie Velasquez, and Mayor Adame.

3. Invocation.

Council Member Timmerman led the invocation.

4. Pledge of Allegiance.

Mayor Adame led the Pledge of Allegiance to the U.S. flag.

5. Citizen Comments and Reports.

Martha Habluetzel, 3508 Ave A, addressed the Council.

Jason Followell, no address given, addressed the Council.

6. Staff Comments and Reports.

a. Council Comments and Reports.

Mayor Adame commented that TxDOT has an upcoming FM 1069 repair project and informing the public.

Council Member Diehl commented on lane closures alternate routes for the upcoming TxDOT project; staff requests from Council; traffic on Belaire; and location of drainage areas.

Council Member Velasquez commented on who is responsible for following up with Council requests; and when will the Council see the expenditures over \$3,000 on an agenda again.

b. Announcements of Community Interest and/or upcoming events.

No discussion was held on this item.

c. Report on State Highway 200 Proposed Project.

Discussion was held between Council Members and City Manager Lewis about the State Highway 200 proposed project, the cost of the project being a total of \$14 million, working with state representatives, not using citizen money to pay for a state project, major concern of 18-wheelers on FM 1069, sales tax for street maintenance, and the current amount of street maintenance funding at \$2.9 million.

Presentations

7. Presentation by representatives of SAMCO Capital on the Types of Municipal Debt and Financing Related Considerations.

SAMCO Representative Andrew Freidman presented Types of Municipal Debt and Financing Related Considerations to the Council and public.

Consent Agenda

8. Discussion, consideration, and possible action on the Regular Meeting Minutes of June 09, 2026.

Motion: Mayor Adame made a motion to approve the Consent Agenda as presented. Council Member Diehl seconded the motion. Motion carried with all present voting in favor.

Regular Agenda

9. Discussion, consideration, and possible action to approve renewal of the Texas Health Benefits Plan for the period October 1, 2026, through September 30, 2027, and authorize the City Manager to execute all related documents.

Discussion was held between Council Members, City Manager Lewis and Director of Human Resources Mejia about having a decrease last year but an increase of 18% this year; going out for bids next year; employees receiving 75% City coverage for those with dependents, and 100% of those without dependents; 93 full-time employees participating; experience ratings; extra programs within the Benefits Pool; and wellness incentives of \$150.00.

Motion: Mayor Pro-Tem Salinas made a motion to approve the renewal of the Texas Health Benefits Plan for the period October 1, 2026, through September 30, 2027, and authorize the City Manager to execute all related documents. Council Member Diehl seconded the motion. Motion carried with all present voting in favor.

10. Discussion, consideration, and possible action on the first reading of an Ordinance of the City Council of the City of Ingleside, Texas, amending the Personnel Policies and Procedures, Section 2. Employee Responsibilities: Creating 2.U. Artificial Intelligence Systems by City Officials, Employees, and Contractors; providing definitions; establishing use limitations, disclosure requirements, and data-security safeguards; providing for enforcement; providing severability clause; providing an effective date; and publication.

Mayor Adame left the meeting at 9:06 p.m.

Discussion was held between Council Members, City Manager Lewis and Director of Information Technology Saucedo about making sure the City is safe, the different types of Artificial Intelligence (AI), requesting a policy be put in place so enforcement can happen, new state legislation regarding AI, training, Code of Ethics, Attorney General will be enforcing the state legislation, and the policy being implemented to protect the City and its employees.

Motion: Council Member Diehl made a motion to approve the first reading of an Ordinance of the City Council of the City of Ingleside, Texas, amending the Personnel Policies and Procedures, Section 2. Employee Responsibilities: Creating 2.U. Artificial Intelligence Systems by City Officials, Employees, and Contractors; providing definitions; establishing use limitations, disclosure requirements, and data-security safeguards; providing for enforcement; providing severability clause; providing an effective date; and publication. Council Member Steward seconded the motion. Motion carried 6:0:0:1.

For Motion: Council Member Steward, Council Member Diehl, Council Member Polanco Jr., Council Member Timmerman, Council Member Velasquez, and Mayor Pro-Tem Salinas

Against Motion: None

Abstained: None

Absent: Mayor Adame

11. Discussion, consideration, and possible action on authorizing staff to advertise and receive Requests for Qualifications (RFQ) to update the City of Ingleside Comprehensive Master Plan as budgeted in Fund 30 General Fund Current Capital Improvement Projects.

Discussion was held between Council Members, City Manager Lewis, and Director of Development Services Rodriguez about already being in the budget for this year, last one being done in 2016, having the Planning and Zoning Commission and the Development Services staff, and receiving public input.

Motion: Council Member Polanco Jr. made a motion to authorize staff to advertise and receive Requests for Qualifications (RFQ) to update the City of Ingleside Comprehensive Master Plan as budgeted in Fund 30 General Fund Current Capital Improvement Projects. Council Member Steward seconded the motion. Motion carried 6:0:0:1.

For Motion: Council Member Steward, Council Member Diehl, Council Member Polanco Jr., Council Member Timmerman, Council Member Velasquez, and Mayor Pro-Tem Salinas

Against Motion: None

Abstained: None

Absent: Mayor Adame

Closing Agenda

12. Items to consider for placement on future agendas.

Council Member Velasquez requested an update on the Police Department audit; Project Map; update on streets; West Main Drainage; Latchkey Program; and swimming lessons in the City.

Mayor Pro-Tem Salinas requested an economic impact assessment on State Highway 200.

13. Adjourn Regular Meeting.

Mayor Pro-Tem Salinas adjourned the regular meeting of the City of Ingleside at 9:21 p.m.

APPROVED:

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 8

Discussion, consideration, and possible action on the second and final reading of an Ordinance of the City Council of the City of Ingleside, Texas, amending the Personnel Policies and Procedures, Section 2. Employee Responsibilities: Creating 2.U. Artificial Intelligence Systems by City Officials, Employees, and Contractors; providing definitions; establishing use limitations, disclosure requirements, and data-security safeguards; providing for enforcement; providing severability clause; providing an effective date; and publication.

SUBMITTED BY: Tommy Saucedo, Information Technology Director

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

With the expansion of AI-powered tools, and security incidents associated with these tools, the City of Ingleside Information Technology (IT) department has identified a need for a policy outlining acceptable use of AI-powered tools. There is currently no AI policy in place. City staff have conducted extensive security and industry research to draft a policy that details acceptable and unacceptable use of AI-powered tools within the city. Based on this work, city staff have drafted a proposed AI Acceptable use Policy.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the adoption of the City of Ingleside AI Acceptable Use Policy.

ATTACHMENTS:

1. ORD 2026-XX-AI_Policy_DRAFT
2. ORD 2026-XX_AI_Policy_Attachment A_Section 2_DRAFT

ORDINANCE 2026-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, AMENDING THE PERSONNEL POLICIES AND PROCEDURES, SECTION 2. EMPLOYEE RESPONSIBILITIES: CREATING 2.U. ARTIFICIAL INTELLIGENCE SYSTEMS BY CITY OFFICIALS, EMPLOYEES, AND CONTRACTORS; PROVIDING DEFINITIONS; ESTABLISHING USE LIMITATIONS, DISCLOSURE REQUIREMENTS, AND DATA-SECURITY SAFEGUARDS; PROVIDING FOR ENFORCEMENT; PROVIDING SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PUBLICATION.

WHEREAS, The City Council of Ingleside Employee Policy and Procedural Manual was adopted in February 2018; and

WHEREAS, the City of Ingleside realizes that updates and refinements to our standardized Employee Policy and Procedural Manual are an ongoing and necessary practice; and

WHEREAS, the City Council finds that the City should amend the current citywide Employee Policy and Procedural Manual to more effectively meet vital City needs; and

WHEREAS, the City Council wishes to amend the Employee Policy and Procedural Manual to amend Section 2. Employee Responsibilities.

NOW THEREFORE BE IT ORDERED BY THE CITY COUNCIL FOR THE CITY OF INGLESIDE THAT:

Section 1. **Amendment:** The City of Ingleside hereby amends the Employee Policy and Procedural Manual, Section 2. Employee Responsibilities as attached hereto as **Attachment A**, and as otherwise described is hereby amended to read with new matter being indicated by underscoring and deleted matter by interlineations.

Section 2. **Effective Date:** As provided by Article III, Section 3.11.0 of the Charter of the City of Ingleside, this ordinance shall be effective upon adoption and, in addition, if any penalty, fine or forfeiture is imposed by this ordinance, this ordinance shall be effective only after publication of this ordinance in its entirety or in summary form once in the official newspaper of the City of Ingleside.

Section 3. **Reading:** As provided by Article III, Section 3.11.B of the Charter of the City of Ingleside, this ordinance or the caption of is shall be read at two city council meetings with at least two weeks elapsing between each reading.

Section 4. **Severance:** If any part of this ordinance is invalid or void or is declared to be so, then said part shall be severed from the balance of this ordinance and said invalidity shall not affect the balance of this ordinance, the balance of the

ordinance to be read as if said invalid or void portion thereof were not included.

Section 5. Publication: If and as required by Article III, Section 3.11.0 of the Charter of the City of Ingleside, the caption of this ordinance shall be published one time in the official newspaper of the City of Ingleside, San Patricio County, Texas.

PASSED AND APPROVED this ____ day of _____ 2026 by ____ (ayes) to ____ (nays) with ____ abstentions by a vote of the City Council of the City of Ingleside, Texas.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

First Reading: _____

Second Reading: _____

SECTION 2. EMPLOYEE RESPONSIBILITIES

2.A. GENERAL EMPLOYEE RESPONSIBILITIES

The city is a public tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy and avoidance of even the appearance of illegal or unethical conduct.

Employees are required to give a full day's work, to carry out efficiently the work items assigned as their responsibility, to maintain honest conduct, and to do their part in maintaining good relationships with the public, their supervisors, city officials and their fellow employees.

2.B. DRESS, APPEARANCE, AND UNIFORMS

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the work place year-round, in accordance with this policy. This policy applies to all employees except those who are required to wear uniforms or city issued shirts. Department directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

Professional business attire or a required uniform shall be worn when an employee's Department Director determines a need to present a more formal professional appearance for meetings or special events. Attire for personnel scheduled to attend City Council meetings, receptions, and similar functions should wear clean and presentable attire that is typical for the job function (i.e. suits or dresses for the Administration office, a polo with the City logo and slacks for Parks & Recreation), unless otherwise directed by the City Manager.

Employees must remember that they are professional 100% of the time and are dressing for business, not for pleasure. All clothing must be clean, not wrinkled and in good repair and appropriate to the work setting. Attire must always reflect a professional business attitude and presence. Provocative, suggestive articles or other inappropriate dress are not allowed in the workplace. When there is a question on whether or not an item of clothing is prohibited, employees should err in favor of being conservative and assume that it is not acceptable attire.

The City Manager may designate a specific day in which casual attire may be worn. However, it is at the City Manager's discretion and the attire worn on "casual days" should still reflect an appropriate professional appearance. Department directors may occasionally allow employees to wear casual attire if a specific work assignment dictates that casual attire is appropriate or to ensure the safety of an employee.

2.B.1. Standards for Business Casual Work Attire

- ◆ Cut, Ripped, or Stained Jeans, T-shirts and athletic shoes are not acceptable during normal work hours unless a special day is declared by the City Manager or as specifically approved by the appropriate Department Director as work assignment dictates.

- ◆ Sweatshirts, sweat pants of any type are not acceptable unless a special casual wear or festive occasion is declared by the City Manager.
- ◆ Shorts shall not be worn unless they are part of a City department's approved uniform and worn with a shirt that identifies them as an employee of a particular City department or division or approved by the department director as special circumstances warrant.
- ◆ Women: Camisoles or tank tops are required to be worn under low cut blouses/tops. Clothing, with thin or spaghetti straps or less than 1 inch shoulder strap tops, need to be worn with an acceptable jacket. Skirts and dresses shall be worn no shorter than 2 inches above the top of the knee. Ankle length and Capri dress slacks are appropriate. Dress shoes or dress sandals are appropriate. No more than 3 earrings in each ear may be worn, provided the earrings are not unprofessional in appearance.
- ◆ Men: Knit shirts with collar, banded collar shirts, short sleeve or long sleeve dress shirts without a tie are acceptable. All shirts are to be tucked in unless specifically designed to be worn outside trousers. Dress shoes, boots or loafers are acceptable footwear. Other forms of acceptable footwear may be approved by an employee's supervisor as work assignments dictate.
- ◆ No more than 3 earrings in each ear may be worn, provided the earrings are not unprofessional in appearance.

2.B.2. Examples of Inappropriate Attire.

- ◆ Provocative or revealing attire including low cut, bare backs, midriffs, body-hugging, see-through garments, tube tops or excessively loose or tight fabrics;
- ◆ Clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- ◆ Un-pressed, soiled, ripped and tattered clothing;
- ◆ Visible tattoos, intentional scarring and branding deemed offensive by management **shall not be** displayed while on duty or in a city uniform. Employees shall cover all tattoo(s)/branding(s) deemed offensive by wearing a long-sleeved uniform shirt or blouse or a patch that shall cover shall cover all tattoo (s) and branding(s);
- ◆ Nose rings, eyebrow rings, tongue studs, lip piercings, gauge piercings, or similar type facial jewelry; visible body studs.
- ◆ Flip Flops, sandals, or any beach appropriate shoes, including open-toed shoes where work assignment dictates the use of close-toed shoes, or bare feet.

2.B.3. Jewelry. All jewelry worn by employees must be appropriate so it does not detract from a professional appearance or conflict with department uniform guidelines.

2.B.4. Hair and Facial Hair. Hair styles and hair colors must be appropriate to the employee's position and of natural hues, and extremes of any type are unacceptable. For example, green hair, Mohawk style haircuts, and severely spiked hair are not allowed. The length of hair must not pose a safety hazard for employees working around machinery and moving objects. Hair, including facial hair, must be clean and neatly groomed at all times.

2.B.5. Perfume and Cologne. While at work, employees should minimize the use of scented

aftershave, colognes, perfumes, and lotions as these products may impact the health of chemically-sensitive customers and other employees.

2.B.6. Personal Hygiene. All employees must maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.

2.B.7. Uniforms. The City supplies many Police, Parks and Recreation, and Public Works personnel with uniforms appropriate for the respective employees' positions. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained. The City will provide replacement uniforms as necessary. City-owned or authorized uniforms may not be worn outside of work, for personal use, or by any third party, unless separately authorized by the employee's Department Director.

Employees who are provided with uniforms are required to wear their uniforms when on duty and keep them in good, clean and serviceable condition. An employee must wear his or her entire uniform when on duty; no part of the uniform shall be worn by itself.

When an employee's employment terminates, that employee must return his or her uniforms and any other City equipment that remains in the employee's possession. The City reserves the right to deduct from the employee's final paycheck the total cost of lost or damaged City property and unreturned uniforms. Employees will be required to sign an authorization form at time of employment to allow the City to deduct for these purposes.

2.B.8. Employee Purchasing of City Logo Clothing. Employees who work primarily in offices are not eligible to receive uniforms. However, employees are permitted to purchase City logo apparel at their own expense and at the City's contract price from selected vendors. Employees may wear apparel with City logos during work time in accordance with this section.

2.B.9. Exceptions. Employees having a conflict with any aspect of this policy, based on cultural or religious traditions or medical reasons, may request an exemption. The employee must place the request in writing to his or her Department Director. The Department Director and the Human Resources Director shall review the request and determine whether an exception will be granted. Final determination will be placed in the personnel file.

2.B.10. Enforcement. Employees and supervisors are responsible for ensuring compliance with the City's dress code standards. In all cases, the employee's supervisor (or Department Director or City Manager, as applicable) will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to your supervisor, Department Director, or the Human Resources Department.

Department Directors shall specify requirements for uniforms and other work attire. Departments may impose special dress and grooming requirements necessary for employee safety, including use of appropriate personal protective equipment, shoes and clothing.

Supervisors are responsible for ensuring that employees know, understand and adhere to this policy as well as any department specific dress policy. Department Directors and supervisors shall counsel employees' whose dress, personal hygiene or grooming is inappropriate.

Each employee is expected to adhere to the clothing, uniform and personal appearance guidelines set forth in this policy. Each employee must use good judgment and common sense in selecting clothing that fits with the function of his/her position, while also promoting a professional image. In order to avoid bringing discredit to the City, employees shall exercise caution in their conduct when wearing uniforms or other apparel bearing the name or logo of the City of Ingleside.

Employees in violation of this policy may be sent home. Under such circumstances, non-exempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violate this policy may be disciplined, up to and including termination of employment.

A Department Director, with approval of the City Manager, may make departmental exceptions to this policy when deemed necessary for business reasons or implement a more restrictive dress and appearance policy.

2.C. TIMELINESS AND ATTENDANCE.

Employees are to be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work in accordance with the City's **Section 6. Attendance, Work Schedule, Time Reporting, and Overtime Policy.**

An employee who expects to be late for or absent from work must report the expected tardiness or absence to his or her supervisor **not later than 15 minutes after the time the employee is scheduled to begin work**, and preferably prior to the start of the workday, unless emergency conditions exist. (It is preferable, and may be required in some departments, for an employee who will be late or absent to contact his or her supervisor or department head four hours prior to the employee's scheduled time to begin work unless emergency conditions exist.) See also the City's **Section 8. Leave Time** Policy of these policies for matters involving planned absences.

Failure to report within the required period can be considered justification for disallowing paid sick leave or vacation for an absence. Unless otherwise approved by the supervisor, employees are expected to call on each day of absence. Where the nature of the absence necessitates an extended period of time off, longer reporting intervals may be approved by the supervisor. Frequent tardiness or unexcused absence is not permissible and is grounds for disciplinary action up to and including termination.

2.D. USE OF CITY PROPERTY, VEHICLES, AND EQUIPMENT

The City attempts to provide employees with adequate tools, equipment, vehicles and facilities for the job being performed, and the City requires all employees to observe safe work practices and lawful, careful, and courteous operation of vehicles and equipment. Any required safety equipment provided by the City must be used at all times.

From time to time, the City may issue various types of equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cell phones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign

certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property up to and including criminal charges.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc., appear to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment, will result in disciplinary action.

2.D.1. Personal Use Prohibited. City property, materials, supplies, tools, equipment or vehicles may not be removed from the premises without prior written approval by the City Manager, or the Department Director, and may not be used for the personal benefit of an employee.

2.D.2. Use of City Vehicles. City-owned or leased vehicles may be used only for official City business. City-owned or leased vehicles may be driven only by authorized City employees.

If an employee drives a personal vehicle, or a City-owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

- ◆ Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
- ◆ Drivers must obey all traffic rules and regulations prescribed by law and use every reasonable safety measure to prevent accidents. No one under the age of 18 may operate a City vehicle. Wearing of seat belts is mandatory.
- ◆ Always observe all posted laws and speed limits.
- ◆ Always wear seat belts when the vehicle is in operation.
- ◆ No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director in writing.
- ◆ No personal use of City-provided vehicles is allowed.
- ◆ All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor. City vehicles must be kept clean; dispose of trash and put away tools daily.
- ◆ Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
- ◆ All drivers must be eligible for coverage under the City's insurance policy.
- ◆ Drivers covered by Department of Transportation (DOT) regulations must comply with the DOT regulations at all times.
- ◆ AT NO TIME MAY AN EMPLOYEE UNDER THE INFLUENCE OF ALCOHOL OR A PRESENCE IN THE SYSTEM OF ILLEGAL DRUGS DRIVE

A CITY VEHICLE OR A PERSONAL VEHICLE WHILE CONDUCTING CITY BUSINESS.

- ◆ EMPLOYEES INVOLVED IN AN ACCIDENT WHILE OPERATING A CITY VEHICLE, OR WHILE OPERATING A PERSONAL VEHICLE ON CITY BUSINESS, MUST IMMEDIATELY NOTIFY THE POLICE AND HIS/HER SUPERVISOR, DEPARTMENT DIRECTOR, AND/OR CITY MANAGER. IN CASES WHERE AN ACCIDENT INVOLVES A POLICE VEHICLE, THE POLICE DEPARTMENT WILL REQUEST THE COUNTY, SHERIFF, OR TEXAS DEPARTMENT OF PUBLIC SAFETY TO CONDUCT AN INVESTIGATION OF THE ACCIDENT AND FILE AN OFFICIAL ACCIDENT REPORT WITH THE CITY MANAGER. THE EMPLOYEE SHALL **NOT** LEAVE THE SCENE OF THE ACCIDENT UNLESS REQUIRED TO DO SO BECAUSE OF INJURY. THE EMPLOYEE MAY LEAVE THE SCENE AFTER THE POLICE INVESTIGATION IS COMPLETE OR IF THE POLICE DIRECT HIM/HER TO MOVE THE VEHICLE. ACCIDENT REPORTS, ALONG WITH ANY LAW ENFORCEMENT REPORT, MUST BE FILED BY THE EMPLOYEE WITH THE DEPARTMENT DIRECTOR AND THE CITY SECRETARY. IN ADDITION, THE EMPLOYEE IS REQUIRED TO PROVIDE A WRITTEN STATEMENT TO HIS/HER SUPERVISOR WITHIN TWENTY-FOUR (24) HOURS DETAILING THE INCIDENT AND INCLUDING WHETHER ANY CITATIONS WERE ISSUED.

2.D.3. Vehicle Allowance. An employee may be given a monthly allowance for consistently using such employee's own vehicle for City business if the use is deemed necessary by the City Manager. The amount of the allowance shall be determined by the City Manager.

2.D.4. Take Home Vehicles. A City vehicle may be assigned to a position or employee when it is more economical than payment of a car allowance or mileage reimbursement. Any employee residing outside the City limits or more than thirty (30) miles from his or her main job site shall be required to have written permission within his or her personnel file and signed by his or her supervisor, Department Director, and the Human Resource Manager and City Manager specifying the reason and circumstances.

To be eligible for assignment of a take-home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal work station. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business such as going to the bank, grocery store, etc., without prior written approval of the City Manager or department director. No alcoholic beverages or illegal drugs are allowed in City vehicles. No passengers (other than City employees) may be transported in take-home vehicles except as required by official duties.

If approved by the City Manager, use of a City owned vehicle may be included within a contract of employment and may be exempt from this policy.

The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Most pickups, vans and automobiles are classified as "non-exempt" vehicles. Employees to whom a "non-exempt" vehicle is assigned for take-home may incur a federal income tax liability

for the benefit of commuting to and from work in a City vehicle. Police vehicles used by employees on call 24-hours are normally exempt from the benefit tax liability.

2.D.5. Driver's License Check. The City shall periodically check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver.

2.D.6. Public Perception. City employees must be aware of the fact that their actions while driving or in the vicinity of City vehicles are being observed by the public. Employees' irresponsible behavior and use of poor judgement reflects directly on the City and will not be tolerated. City employees must be courteous to other drivers and pedestrians.

2.D.7. Personal Property. All employees shall be solely responsible for their personal property at all times.

2.D.8. Cell Phone/Electronic Device Use Policy. Cell phone use is prohibited while driving a City vehicle. Traffic citations received for cell phone violation while driving a city vehicle or performing work for the City during working hours could be cause for disciplinary action, up to and including termination.

2.D.9. Violations of This Policy. The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action, up to and including dismissal.

2.E. OUTSIDE EMPLOYMENT

2.E.1. Written Authorization Required. City employees may engage in outside employment provided they receive prior written approval from their Department Director, and the City Manager and received by the Human Resource Department to be placed in the personnel file. Authorized outside employment may be subject to review in the event of schedule changes or interference with City duties.

2.E.2. Outside Jobs Coordinated Through Police Department. Police officers authorized to work part-time jobs coordinated by and through the City's Police Department must perform the outside employment in accordance with applicable Police Department procedures and still require written approval from their Department Director, the Human Resources Director, and the City Manager and placed in the personnel file.

2.E.3. Prohibited Activities. Employees will not be permitted to engage in outside employment (including self-employment) or other activities that might discredit the City, result in a conflict of interest or a potential conflict of interest, or adversely affect the employee's job performance. City employees may not use City property, equipment, facilities, personnel or telephones for outside business activities or for personal gain, unless Memorandum of Understanding (MOU) is approved.

2.E.4. Workers' Compensation Coverage. Employees are not covered by the City's workers' compensation insurance while working for another employer. The only exception is when working events in the City limits of Ingleside and they are injured in the line of duty. (Example: working the tourist events with Ingleside Chamber of Commerce.)

2.E.5. Outside Employment While on Leave Prohibited. Approval for outside employment as set out in this policy does **not** authorize an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, administrative leave, or an unpaid leave of absence, or on restricted or light duty, to engage in any outside employment. Any exceptions must be expressly authorized in writing by the Department Director, the Human Resources Director, and by the City Manager and placed with the appropriate personnel, confidential medical, or confidential worker's compensation file.

2.E.6. Outside Employment Prohibited During Normal Working Hours. Employees are prohibited from conducting outside employment activities during normal working hours unless on approved leave.

2.F. EMPLOYEE SAFETY

The City is interested in all employees' safety and well-being. Accordingly, the City has developed safety rules and regulations. Each and every employee is required to comply with all safety rules and to exercise caution in all work activities. From time to time employees will be updated and reviewed on safety procedures in an effort to increase awareness of the importance of safety on the job. Employees can prevent accidents and injuries by following the safety rules of your job, by remaining alert and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management.

2.F.1. Safety Rules. The following safety rules apply at all times, and some specific job descriptions may contain additional operational safety guidelines. Each employee must be familiar with such rules and apply them at all times.

- ◆ Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes or boots, gloves, shields, etc., when those items are appropriate to the task being performed and/or when required by your supervisor or Department Director.
- ◆ Smoke only during designated times in authorized outside areas as approved by employee supervisor.
- ◆ Walk, do not run. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, and in good condition. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured. Employees working in departments that require steel toe boots must wear them at all times.
- ◆ To avoid back injuries, use correct lifting methods. Get additional help with heavy (or difficult to handle) objects.
- ◆ Be aware of sharp tools. Use safety devices where provided, and do not alter or remove

- them in any way. Report hazards to management immediately.
- ◆ Material Data Sheets (MDS Sheets) - Employees will be shown the location of the City's Material Data Sheets. MDS sheets provide valuable information about various chemicals and other agents that may be encountered in the work. MDS explain possible reactions to exposure, and steps for employees should take if it occurs. Review this information from time to time.
 - ◆ Fire - Be alert for causes and report smoke, heat or unusual odors immediately. Alert other people in the area to the possibility of danger in order to evacuate, if necessary. Try to verify the location and call 911. Use proper portable extinguishers for small fires.
 - ◆ Do not put fingers, hands, feet or clothing in moving machinery.
 - ◆ Do not carry items in a manner that obscures vision.
 - ◆ Do not block access to fire extinguishers.
 - ◆ Do not touch open or loose electrical circuits.
 - ◆ Report unusual vibrations, smells, or noises coming from equipment.
 - ◆ Do not wear rings or jewelry that may affect the operation of machinery.
 - ◆ Do not perform maintenance or repairs on running equipment.
 - ◆ Do not remove or alter warning tags or safety devices.
 - ◆ Never leave nails or spikes protruding from planks or boards.
 - ◆ Perform routine maintenance at all scheduled intervals.
 - ◆ Do not use compressed air for cleaning clothing or floors.

Employees who violate these safety standards or who cause or worsen hazardous or dangerous situations may be subject to immediate disciplinary action, up to and including termination of employment.

2.F.2. Accident Reporting. All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to the appropriate supervisor, manager, or the Human Resources Department. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.

2.F.3. Accidents Involving City Equipment or Vehicles. Any employee involved in an accident while operating City equipment or vehicles shall report the accident immediately to the supervisor and to the proper law enforcement agency. The employee must immediately complete an accident report, no matter how minor the damage is to the vehicle, and submit the report to the supervisor and to the Human Resource Department. The employee must submit to a drug screen immediately.

Any employee involved in any type of accident involving City equipment may be disciplined if, upon investigation, it is determined that the employee was negligent or through carelessness or recklessness contributed to the cause of the accident.

2.G. POLITICAL ACTIVITY

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. No City employee is prohibited from becoming a candidate for public office. However, City employees may not:

- ◆ Publicly endorse or campaign in any manner for any person seeking a City public office. This provision is not intended to prevent a city employee from displaying a candidate's sign on their personal property.
- ◆ Use the employee's position or office to coerce political support from employees or citizens.
- ◆ Use the employee's official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- ◆ Make, solicit or receive any contribution to the campaign funds of any candidate, directly or indirectly through an organization or association, for the City Council, or take any part in the management, affairs or political campaign of any such candidate; provided nothing herein shall infringe upon the rights of an employee to seek office himself/herself, express his or her opinions, and to cast his or her vote.
- ◆ Use working hours or City property to be in any way concerned with soliciting or receiving any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.
- ◆ Contribute money, labor, time or other valuable thing to any person for City election purposes, except as permitted by law.
- ◆ Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g., City of Ingleside City Council, Ingleside ISD, and San Patricio County. **Upon being elected to such an office, an employee must immediately resign or will be dismissed upon failure to do so.**

2.H. CONFLICTS OF INTEREST/SOLICITATION AND ACCEPTANCE OF GIFTS

2.H.1. Conflicts of Interest. No employee of the City may:

- ◆ Have any financial or other interest, as defined by Chapter 171 of the Texas Local Government Code, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the City;
- ◆ Use City employment, authority, or influence in any manner for personal betterment, financial or otherwise, or for the betterment of any member of the employee's family up to second degree of relationship, either by blood or marriage;
- ◆ Have any financial interest, as defined by Chapter 171 of the Texas Local Government Code, in the sale to the City of any land, materials, supplies or services;
- ◆ Have discussions or participate in decisions of any City agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;
- ◆ Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a City employee or that might impair

- independent judgement in the performance of duties to the City;
- ◆ Use any confidential information for personal gain or release any confidential information; or
- ◆ Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the City.

(Legal reference: V.T.C.A., Local Government Code, Section 171; V.T.C.A. Penal Code, Chapter 36).

2.H.2. Solicitation and Acceptance of Gift.

- ◆ Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with the express approval of the City Manager or designee, provided that this approval will not be allowed for personal benefit of the employee. No employee may be required to make any contribution nor may an employee be penalized in any way concerning employment according to the employee's response to a solicitation.
- ◆ No employee shall accept or solicit any money property, service, or other thing of value from a person, business entity or other organization regulated by, contracting with, or having any other business relationship with the City department of which the employee is a member. However, this section shall not be interpreted to include any pen, pencil, calendar, cap, or similarly valued item distributed by any such business or organization for advertising purposes.
- ◆ If a person presents a gift to a City employee as a reward for service or as an act of expressing appreciation, then the employee shall report the gift (other than the minimal gifts listed in the paragraph above) in writing to the supervisor and the City Manager.
- ◆ No employee shall accept or solicit any money, property, service or other thing of value in excess of \$50.00 for the benefit of the City, or any employee, or department of the City.

Violations of this policy may result in disciplinary action. Employees should direct questions regarding the prohibitions imposed by this policy to your Department Director, the Human Resources Director, or the City Manager's office.

2.I. COMMUNICATIONS.

2.I.1. Staff to City Council, Public, and Media. Communication with the public and the media about city issues or problems is the responsibility of the City Manager. Employees shall refer members of the news media to the City Manager if a question is non-routine, controversial, or outside the scope of the employee's normal duties, and are to notify the City Manager of scheduled interviews with the news media.

2.I.2. Internal Communications. From time to time, an employee may be given work instructions from or asked questions by a city employee or official outside the normal chain of

command. In such cases, it is the employee's responsibility to notify his or her immediate supervisor promptly about the instruction or question, its purpose, the relevant facts of the situation, and the employee's response to the direction or question. Supervisors are responsible for reporting these incidents promptly through the chain of command to the city manager in those instances where there could be adverse consequences.

Timeliness generally means not later than the beginning of the next shift. However, a determination of timeliness will be based on the nature of the instruction, request, or question; any potential adverse consequences of the employee's response; and/or the time frame during which an amended response could alter potentially adverse consequences.

2.I.3. Requests for Council Action. An employee, may request that a city related matter be considered by the City Council by submitting the item in writing to his or her supervisor. Final decisions as to what is to be brought forward to the Council from the staff are determined by the city manager.

2.J. PURCHASING

Purchases by City employees will be made only as authorized by the City Manager or the City Council and must be made in accordance with state purchasing laws as they apply to cities and the Finance Department's Purchasing Policy.

2.K. ARRESTS, CONFINEMENTS, AND INDICTMENTS

2.K.1. Policy. City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction of the employee, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

2.K.2. Procedure.

- ◆ **Employee Notice of Felony and Misdemeanor Charges.** Employees must immediately notify their supervisor and/or Department Director within twenty-four (24) hours if they are convicted of any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Employees who drive city vehicles must report any suspensions of their license and any minor traffic violations. Failure to report these events in a timely manner may result in disciplinary action including possible immediate termination.
- ◆ **Employee Status after Alleged Violation of Law.** At the time the employee's department is made aware of an employee's conviction, arrest or conduct constituting an offense, the Department Director shall consult with the Human Resources Director to determine available options which may include, but are not limited to:
 - a.) allowing the employee to return to regular duty with pay;
 - b.) allowing the employee to return to restricted duty with pay;
 - c.) placing the employee on paid administrative leave;
 - d.) placing the employee on unpaid administrative leave; or

e.) terminating the employee.

- ◆ **Employee Status after Adjudication.** Once the indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are commuted and all related administrative matters are completed, the Department Director will determine, in conjunction with Human Resources Director the status of the employee. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.
- ◆ **Disciplinary Action:** Disciplinary action may be pursued concurrently or in place of the above options or imposed at a later date. Multiple violations of law or confinements within a prescribed time period may also result in disciplinary action.
- ◆ **Violations of Law Discovered through Criminal History Check:** The City may conduct criminal history checks on existing employees at any time during their employment, for any reason. Conduct constituting an offense, arrest or conviction that is discovered and never reported or disclosed may result in disciplinary action, up to and including termination.
- ◆ **Other Policies:** This policy should not be construed to limit disciplinary action that may be taken in accordance with other Personnel Policies and Procedures, department policies, or other city-wide policies.

2.L. TELEPHONE CONTACT

2.L.1. Contact Number Required. All supervisory personnel and service personnel must have a telephone number at which they can be reached during off-duty hours. This can be a cell phone or a land line telephone.

All employees must immediately notify supervision and Human Resource Department of any change in phone number(s), and provide a phone number for a secondary contact, i.e., spouse, parent.

2.L.2. Employee Use of City Telephones. Telephones are to be used for city business. It is understood that occasionally personal calls are necessary; however, use of telephones for local personal calls is permitted only if the number and length of calls are kept to a minimum.

City employees and officials may not place personal long distance telephone calls on city telephone equipment.

2.L.3. Employee Use of Personal Cell Phones. While in the workplace during work hours, employees are expected to focus on work. Personal cell phones and other electronic device use should be kept to a minimum and at no time may interfere with an employee's work.

It is reasonable that on occasion employees may need to check on family members, schedule medical appointments, and other matters of that nature during the workplace—it is preferable that this be done on scheduled work breaks and lunch hours whenever possible.

Rooted or "jailbroken" devices will not be permitted to connect to City infrastructure. By jailbreaking a

phone, the user is altering the phone operating system in a way unsupported by the device manufacturer (e.g., Apple), usually to install unsupported software which can open security holes.

2.L.4. Employee Use of City-Provided Cell Phones. City-issued cell phones are to be used for city business only. Department Directors and other personnel deemed by the City Manager to make and receive an inordinate amount of phone calls for City business shall be issued a city-issued cell phone. Employees that have been issued a City-issued cell phone for their use shall not forward calls to any personal owned devices

If the city furnishes a city official or employee with cellular telephone service, any metered usage by the official or employee for personal calls must be paid personally by the official or employee on a monthly basis.

2.M. GENERAL COMPUTING AND OFFICE POLICY.

2.M.1. Internet Use. Internet use should be kept to a minimum, and the Internet should only be utilized for matters that assist the employee in performing his or her work—to the extent that any Internet use does not assist the employee in performance of his or her duties, that use is not allowed.

2.M.2. User ID. When an employee receives a user ID (the combination of user name and password) to access the network, the employee hereby agrees and understands that he or she is solely responsible for all actions taken when that ID is used.

Employees also agree that:

- (a) Securing or utilizing a user ID under false pretenses is a punishable disciplinary offense.
- (b) Unauthorized sharing of an employee's user ID with any other person is prohibited. In the event that an employee does share a user ID with another person, the employee will be solely responsible for the actions of that person.
- (c) Unauthorized deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- (d) Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation regardless of system location and/or time duration.
- (e) Unauthorized removal of any City property is prohibited.

2.N. GENERAL E-MAIL & VOICE MAIL POLICY

You hereby agree and understand that the City's e-mail, Internet access, and voice mail systems are for city business use. As such, you hereby agree and understand that the City may monitor e-mail, Internet access and voice mail systems at will, including the full content of any messages or communications therein, without further disclosure to you. You hereby warrant that you understand that whenever you send electronic mail, your account information is encoded in each mail message. You are, therefore, responsible for all electronic mail originating from your user account. Further:

2.N.1 All employees shall use only their city-assigned email address during the performance of their

assigned job duties. No private or “ghost” accounts shall be used, except by the network administrator as part of their function (e.g., account names like “Webmaster,” “Postmaster,” “root,” etc.) and special investigations. All request for exceptions to this policy must be approved by the IT Department and City Manager.

Email received from a citizen(s) should be handled with the same seriousness as any other form of citizen contact. Employees should always maintain professional decorum in their response, seek approval from supervisors where appropriate, and reply to messages promptly.

2.N.2. Forgery (or attempted forgery) of electronic mail messages is prohibited. Unauthorized attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.

2.N.3. Sending harassing, obscene and/or other threatening email to another user is prohibited.

2.O. NETWORK AND SOFTWARE SECURITY POLICY

It is the responsibility of every employee to operate all City telecommunications, computer(s), mobile computer tablets (MCT) or other electronic equipment in such a way as to minimize the risk of unauthorized access to, or loss of. Any City resource by any other party, to ensure that the City resources are not misused by any other person, and to act to protect the Confidentiality, Integrity, and Availability of the data and resources of the City. As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

2.O.1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.

2.O.2. Each person authorized to access the City of Ingleside’s computer and network resources must do so using a unique username and password by the IT Department. Employees shall not share their account information or permit other employees to login using their credentials. Electronic communications authored by the employee must clearly originate from the user’s unique account.

2.O.3. , Destroying, altering, or otherwise interfering with the integrity of the computer-base information or network resources without authorization or the evasion of the physical limitations of the remote system/local, is prohibited.

2.O.4. Password for each City employee who uses computer(s), mobile computer tablets (MCT) and electronic devices must have a unique password.

2.O.5. Seeking to gain unauthorized access to information resources. Using any computer or network resources under false pretenses. Decryption of system or user passwords is prohibited.

2.O.6. Unauthorized transmission of company trade secrets, confidential information or privileged communications and copying of system files is strictly prohibited.

2.O.7. The City is committed to preventing copyright infringement. It is the policy of the City of

Ingleside to respect all computer software copyright and to adhere to the terms of all software licenses to which the City is a party of. The City is subject to all copyright laws pertaining to the use of copyrighted software and documentation. Unless expressly authorized by the software licensor/developer, the City of Ingleside does not have the right to make copies of the software except for backups or archival purposes.

2.O.8. Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.

2.O.9. No employee or other person(s) shall install or move any network device onto the City communications network under any circumstances whatsoever. Only members of the IT Department are permitted access to such equipment.

2.O.10. The attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.

2.O.11. All employees shall immediately report any unauthorized access or unauthorized access attempt(s). The willful introduction of viruses, spyware infection", and/or other disruptive/destructive programs into the organization network or into external networks are prohibited. Must contact their supervisor and IT Department as soon as possible.

2.O.12 The City employees shall not duplicate, copy, or reproduce any software purchased by and/or licensed to the City, or any related documentation without prior written approval from the IT Department or City Manager. City Employees shall not give City-purchased or licensed software to any non-employee(s), including, but not limited to clients, contractors, customers, and vendors.

2.O.13. Software developed by employees on City time, or on City-owned equipment, or for City projects, shall be the property of the City. Such software is for the exclusive use of the City, its officers, agents, and employees. Such software may not be sold, transferred, or given to any person without the prior written approval of the City Manager or designee.

2.P. ELECTRONIC DEVICES AND UNACCEPTABLE USE

Employees will use company-owned assets, namely laptops, computers, mobile computer tablets (MCT), cell phones, and their peripherals, solely for the delivery of quality assignments and tasks exclusively for City of Ingleside employees. Failure to comply with this policy will subject the employee to disciplinary action or up to termination. You hereby agree:

2.P.1. To take care of it in a professional manner.

2.P.2. Employees may not install any software on City owned electronic devices that are not provided to them by the IT Department.

2.P.3. Gaming software is an inappropriate use of City equipment and shall not be tolerated. Games discovered during audits shall be eliminated and employee user(s) may be subject to disciplinary action.

2.P.4. Employees must be aware that the conduct of City business, or use of City data on any

personally owned device, may expose that device and the employee to legal obligations with respect to Public Information Act (PIA).

2.P.5. No employee shall connect to any website that contains improper material (Exception: sanctioned Ingleside Police Department employees performing assigned investigative work). The City reserves the right to block employee(s) access to such websites.

2.P.6. All of the equipment will be returned in good condition upon termination of your employment by either party, regardless of cause.

2.P.7. Streaming radio/music/video: An extensive amount of bandwidth is used to access these sites is not permitted unless being conducted for official City business.

2.P.8. That while provided equipment in your custody, you are responsible for negligent or malicious damage. any violation of any of these provisions may result in disciplinary action by the City against you up to and including immediate termination.

2.P.9. Technology services monitor internet access. Accessing internet websites that are deemed unacceptable under this policy will result in disciplinary action.

2.Q. SOCIAL MEDIA POLICY

An employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees, and citizens through electronic media, including but not limited to online forums, instant messaging, and internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that an employee's communications not only reflect positively on the employee as an individual, but also on the City.

The term "social media" encompasses: TIK TOK, Twitter and tweeting, Facebook, LinkedIn, Instagram, Snapchat, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging, and all other social networking sites, instant messaging, and the posting of video on YouTube and similar media.

2.Q.1. Use of City's Internet. Use of the City's Internet is a privilege and City employees must use it responsibly and ethically. The City may monitor an employee's access, use, and postings to the City's Internet to: ensure compliance with internal policies; support the performance of internal investigations; assist management of information systems; and for all other lawful purposes. The City expects all employees to follow the guidelines below when posting information on the City's social media sites.

2.Q.2. Internet access is a privilege. Unauthorized use of the internet will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action or up to termination.

2.Q.3. Other City Policies. This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination,

offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action. The City provides an effective system for employee complaints “off-line” through the “Grievance” policy without resorting to social media.

2.R. EMPLOYEE GUIDELINES: USE OF CITY’S SOCIAL MEDIA ON WORK TIME

Any blogging or posting of information on the Internet or other City social media sites must comply with the City’s guidelines, regardless of where the blogging or posting is done.

2.R.1. Blogging or posting information of a personal nature on the Internet or other City social media sites is prohibited during work hours. Employees are not permitted to engage in social networking of a personal nature while using any of the City’s electronic social media sites.

2.R.2. Employees must obtain written authorization from the Department Manager to update or post on social media sites on behalf of the City, and all content must be approved prior to posting. All of the employee’s time spent updating or posting on City social media sites as part of the employee’s job duties is compensable time that must be reported and counted in the calculation of overtime.

2.R.3. No use of social media on work time and on City equipment on City-operated networks is considered private or confidential, even if password protected or otherwise restricted. The City reserves the rights to access, intercept, monitor, and review all information accessed, posted, sent, stored, printed, or received through its communications systems or equipment at any time.

2.R.4. Never disclose any confidential information concerning another employee of the City in a blog or other posting to the Internet. Posting of confidential information may violate state law and subject the user to criminal penalty. All requests for City documents must be processed through the Public Information Act.

2.R.5. Employees must abide by all federal and state laws and policies of the City with regard to information sent through the City’s Internet.

2.R.6. Individual supervisors do not have the authority to make exceptions to these guidelines based on needs of the department.

2.R.7. To protect City of Ingleside’s sensitive information and critical infrastructure from potential threats, the download or use of TikTok is prohibited on any city-issued device. This includes all city-issued cell phones, laptops, tablets, desktop computers, and other devices capable of internet connectivity.

2.S. EMPLOYEE GUIDELINES: USE OF PERSONAL SOCIAL MEDIA WHILE NOT ON WORK TIME

The City recognizes that many City employees utilize social media when not at work. The City requires that employees be aware of guidelines regarding posting of work-related information on personal social media sites, and they are listed below:

2.S.1. If the employee's social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.

2.S.2. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Recognize that postings on your social media site, even if done off premises and while off duty, could have an adverse effect on the City's legitimate business interests.

2.S.3. Respect the City and co-workers. Do not put anything on your personal social media site that may defame, embarrass, insult, demean, or damage the reputation of the City or any of its employees.

2.S.4. Do not put anything on your personal social media site that may constitute a violation of the City's harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the City. Be mindful that the City's harassment policy covers both work and non-work time, including postings on social media sites.

2.S.5. Do not post pictures of yourself or others on your personal social media site containing images of City uniforms or insignia, City logos, City equipment or City work sites without supervisor approval.

2.S.6. Do not post information on your personal social media site that could adversely impact the City and/or an employee of the City including harassing or discriminatory posts.

2.S.7. Do not fail to remove postings violating this policy when directed to do so, even when placed by others on your social media site.

2.T. ESTABLISHING ACCOUNTS WITH OTHER ONLINE SERVICES

2.T.1. Employees who need to establish an account with an on-line service via the Internet must use a different password than their city password.

2.T.2. All City-owned Internet resources are to be used only in the pursuit of appropriate city business interest.

2.T.3. Do not allow anyone access to your PC via the Internet. Webex applications enable a vendor to take control of your PC through the Internet. Typically, you access a web site, and then join a meeting with the vendor. At that time the vendor can take full control of your PC. This type of access is not permitted without prior consent from the IT Department.

2.T.4. No employee, contractor, or third party may install any device of software intended to monitor, capture, or eavesdrop upon, any portion of data traversing the City Network.

2.U. ARTIFICIAL INTELLIGENCE SYSTEMS

The City prioritizes privacy, accuracy, and public trust. Use requires human oversight and the use of approved tools only.

2.U.1 Definitions

- **TRAIGA:** Texas Responsible Artificial Intelligence Governance Act (HB 149, effective January 1, 2026). Requires disclosure of governmental AI interactions and prohibits certain harmful uses of AI
- **Generative AI:** Tools that create content from prompts (ChatGPT, Copilot, Gemini, Grok, etc.).
- **Public Records:** Subject to the Texas Public Information Act.
- **PII / PHI / CJIS:** Personally Identifiable Information, Protected Health Information, Criminal Justice Information Services data.

2.U.2 City approved list of Artificial Intelligence (AI) Systems and best practices to protect City data while supporting productivity, while aligning with TRAIGA, the Texas Public Information Act, and IT policies.

- **TRAIGA Disclosure Notice** When using approved AI tools for any public or interactive citizen-facing purpose, ensure clear disclosure that the user is interacting with an AI system, per TRAIGA requirements effective January 1, 2026.

2.U.3 Applies to all City Officials, City employees, contractors, and volunteers using Generative AI for non-electric utility work.

2.U.4 AI tools continue to evolve. Quarterly reviews, per the AI Policy Quarterly Update Program, will be maintained by IT and Human Resources to address new risks, laws, and capabilities.

2.U.5 Best Practices

(a) Use Approved Tools Only. The City has reviewed these tools for security and compliance. Always follow the data control steps below to reduce training data risk. Verify latest settings periodically.

(a)(1) Microsoft Copilot Recommended: Copilot for M365 Enterprise (Gov/GCC). For free version: Settings → Data Controls → Turn off “Chat history & training”.

- Any tool outside this list requires prior IT approval at IT@inglesidtx.gov

(b) Review and Verify Outputs. Always check for accuracy, bias, and tone before use.

(c) Disclose AI Use (TRAIGA Requirement). For any public-facing or interactive AI system (chatbots, auto-responders, public tools), clearly and conspicuously disclose to the user before or at the time of interaction that they are engaging with an AI system. This meets TRAIGA governmental entity obligations effective January 1, 2026.

(d) Respect Intellectual Property. Verify rights before publishing AI-generated content.

(e) Use for Productivity: Drafting emails/reports, meeting notes, training content, brainstorming.

2.U.6 Restrictions

(a) Don't Input Sensitive Data: No PII, PHI, or CJIS into any AI tool

(b) Don't Rely on AI Alone: Human review required before publishing or acting on outputs.

(c) Don't Use for Final Decisions: No standalone AI decisions on employment, funding, or public services.

(d) Don't Use Built-in AI Features Without Review: Report new embedded AI in software to IT@inglesidtx.gov before use.

(e) Don't Deploy AI Code Without Review: IT review required for production use.

(f) Don't Use Personal Accounts: Use City-managed accounts only.

(g) **Don't Forget Public Records:** AI inputs and outputs are public records under Texas law. Retain per retention schedules.

2.U.7 Risk Levels

- **Low Risk:** Internal drafting and brainstorming.
- **Mid Risk:** Public content – requires human review and TRAIGA disclosure where interactive.
- **High Risk:** Any use that could affect residents, public services, employment decisions, or involves regulated data requires prior City Manager approval.

2.U.8 Training and Support

- **HB 3512 (Active):** Annual AI awareness training is required for employees and officials who use computers for at least 25% of their duties. Training must use a DIR-certified program. IT tracks completion and supports annual compliance certification.
- **KnowBe4 / Platform:** Use the City's approved platform. Complete training as assigned.
- **Support:** Questions? Contact IT@inglesidetx.gov

2.U.9 Compliance

(a) The IT Department verifies compliance through audits and reports

(b) Exceptions require City Manager approval.

(c) Violations of this Policy may result in disciplinary action up to and including termination and may trigger regulatory reporting where required.

2.U.10 Incident Reporting

Any suspected or actual unauthorized AI use, data exposure, or TRAIGA violation must be reported immediately to IT@inglesidetx.gov or the IT Service Desk and will be handled in accordance with the City's Incident Response procedures.

2.U.11 Responsibilities

- **Employees/Contractors/Volunteers:** Follow this Policy, use only approved tools, and never input sensitive data.
- **Managers:** Ensure team compliance and completion of required training.
- **IT / Human Resources:** Maintain the Policy, Guidelines, approved-tools list, and conduct quarterly reviews.

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 9

Discussion, consideration, and possible action on a Resolution of the City Council appointing members to the Street Advisory Group.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City Council created, by Resolution No. 2022-24, a Street Advisory Group that included representing the City Council, City Staff and Citizens. The City Council appointed six members by Resolution 2023-22, which includes the following: Two City Council Representatives, two City staff representatives, and two resident representatives.

Due to recent changes in the City Council body, the appointed members were chosen as follows: City Council representatives are, Victor Polanco and Linda Timmerman, the two staff representatives are Gary Paredez, Director of Infrastructure Services, and Brenton Lewis, the City Manager, and the two resident representatives are David Pruitt and there remains one vacancy. The City has received 3 applications from citizens to volunteer for the street advisory group vacancy. Those applicants are Brittany Cunningham, Guy Garbe, and Diane Brady.

FISCAL ANALYSIS:

N/A.

RECOMMENDATION:

Staff recommends City Council prove the Resolution as presented.

ATTACHMENTS:

1. Volunteer Application_Diane Brady
2. Res 2026- Street Advisory Group v2

Volunteer Application for Boards, Commissions, Committees & Groups



City Secretary Department

Requirements: (1) A resident of the City of Ingleside for 12 months; (2) A current registered voter. Please return the completed form to the City Secretary's Office for processing either via email at citysecretary@inglesidetx.gov or via mail to: Boards & Commissions. c/o City Secretary – PO Drawer 400, Ingleside, TX 78362 or in person: City Secretary's Office 2671 San Angelo Ave. Ingleside, TX 78362. Please note when this is filed with the City the information included will become public information that may be disclosed per the Texas Public Information Act.

If you are interested in applying for more than one position, please indicate the order of your preference by placing a number in the space to the left for which you are applying (i.e., 1, 2, 3).

- | | |
|--|---|
| ☐ Board of Adjustments | ☐ Charter Review Committee |
| ☐ Planning & Zoning Commission | ☐ Cove Park Advisory Group |
| ☐ Ingleside Development Corporation | ☒ Street Advisory Group |
| ☐ Library Board | |

If asked to serve on a different board than you indicated, would you be interested? ☐ Yes ☐ No

Name: Diane Brady

Address: 2589 Rain Tree Trail, Ingleside, TX 78362

Telephone Number: 361-557-0866 E-Mail Address: bullfrogkittyul@gmail.com

Number of years as resident of City: 2005 Qualified voter in the City of Ingleside? ☒ Yes ☐ No

Do you or your employer have any business or other dealings with the City of Ingleside which may present a conflict of interest? ☐ Yes ☒ No If "Yes", please explain:

Describe any qualifications, credentials or special interests that relate to your possible appointment. Attach additional sheet(s) if needed.

Formerly on Board of Adjustments. Retired TX

Educator and Veteran. Concerned about our roads.

Ready to serve. Thank you for your consideration.

Signature: Diane Brady

Date: 3.30.26

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY COUNCIL APPOINTING MEMBERS TO THE STREET ADVISORY GROUP.

WHEREAS, the City of Ingleside City Council appointed members to a Street Advisory Group by majority vote on October 27th, 2015; and

WHEREAS, the City Council has had a Street Advisory Group since October of 2015; and

WHEREAS, the City Council is desirous in continuing the Street Advisory Group; and

WHEREAS, the Street Advisory Group has had six (6) members consisting of two (2) City Council Members, two (2) staff members, and two (2) citizens; and

WHEREAS, the City Council wishes to continue the same membership representation with two (2) City Council Members, two (2) staff members being the City Manager and the Director of Infrastructure Services and two (2) citizens; and

WHEREAS, the City Council realizes other staff members may be included for support; and

WHEREAS, the Street Advisory Group shall have the authority to establish guidelines regarding frequency of meetings and attendance by committee members.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY INGLESIDE:

Section One: The Street Advisory Group shall continue to consist of six (6) members.

Section Two: The Street Advisory Group shall consist of the following and shall be appointed by a simple majority vote of the City Council:

Council Members:

City Council Member Victor Polanco

City Council Member Linda Timmerman

Staff Members:

City Manager

Director of Infrastructure Services

Citizens:

Citizen (1) David Pruitt

Citizen (2) Diane Brady

Section Three: The purpose of the Street Advisory Group is to review and advise the governing body on Street Repair and Maintenance to include (a) Pothole Patching, (b) Minor Repair, and (c) Major Repair.

PASSED, ORDAINED, APPROVED AND ADOPTED this _____ day of _____ 2026 by ____ (ayes) to ____ (nays) with ____ abstentions by a vote of the City Council of the City of Ingleside.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 10

Discussion, consideration, and possible action on the first reading of an Ordinance of the City of Ingleside, Texas, amending Chapter 42 ("Personnel"), Article III ("Volunteer Fire Department"), Section 42-59 ("Requirements of Assistant Chief and Firefighters") of the Code of Ordinances to remove age-based restrictions and establish fitness-based qualifications for volunteer firefighters; providing findings; providing for codification; providing a savings clause; providing a severability clause; providing for publication; and providing an effective date.

SUBMITTED BY: Mayor Adame

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Code of Ordinances Sec. 42-59. - Requirements of assistant chief and firefighters states the following:

The assistant chief and firefighters shall be able bodied and not less than 18 years of age. Maximum age for any firefighter shall be 70 years of age, and of good physical and mental health. No firefighter past the age of 60 years old shall engage in any strenuous fire suppression or rescue activities unless a medical doctor's letter of fitness is obtained. They shall become members of the fire department only after a six-month probationary period.(Code 1979, ch. 8, § 4 H.; Ord. No. 788, § 1, 2-27-01)

As shown in the parenthesis, Section 42-59 was last amended by Ordinance No. 788 when the maximum age was changed from 65 years of age to 70 years of age.

FISCAL ANALYSIS:

RECOMMENDATION:

Staff recommends moving the proposed Ordinance to second and final reading.

ATTACHMENTS:

1. ORD 2026-XX_Req_of_asst_chief_and_firefighters_42-59 v3

ORDINANCE NO. 2026-XX

AN ORDINANCE OF THE CITY OF INGLESIDE, TEXAS, AMENDING CHAPTER 42 (“PERSONNEL”), ARTICLE III (“VOLUNTEER FIRE DEPARTMENT”), SECTION 42-59 (“REQUIREMENTS OF ASSISTANT CHIEF AND FIREFIGHTERS”) OF THE CODE OF ORDINANCES TO REMOVE AGE-BASED RESTRICTIONS AND ESTABLISH FITNESS-BASED QUALIFICATIONS FOR VOLUNTEER FIREFIGHTERS; PROVIDING FINDINGS; PROVIDING FOR CODIFICATION; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ingleside maintains a Volunteer Fire Department to provide fire protection and emergency response services for the benefit of the public; and

WHEREAS, the City Council desires to revise the qualifications for volunteer firefighters to remove age-based restrictions and instead require that firefighters be physically and mentally capable of safely performing the essential duties of a firefighter; and

WHEREAS, the City Council finds that adoption of this Ordinance is in the best interests of the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, COUNTY OF SAN PATRICIO, STATE OF TEXAS:

SECTION 1. Findings. The foregoing recitals are hereby found to be true and correct and are incorporated herein for all purposes as findings of the City Council.

SECTION 2. Amendment. Section 42-59, “Requirements of Assistant Chief and Firefighters,” of Chapter 42 (“Personnel”), Article III (“Volunteer Fire Department”), of the Code of Ordinances of the City of Ingleside is hereby amended **as set forth in Exhibit "A," attached hereto and incorporated herein for all purposes.** Text deleted is indicated by strikethrough, and text added is indicated by underlining.

SECTION 3. Codification. It is the intent of the City Council that the provisions of this Ordinance become part of the Code of Ordinances of the City of Ingleside. The City Secretary or the City's codifier may renumber or reletter the provisions of this Ordinance and make such nonsubstantive revisions as are necessary to accomplish codification.

SECTION 4. Savings. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict only. All other ordinances or parts of ordinances shall remain in full force and effect.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council declares that it would have adopted this Ordinance and each provision thereof irrespective of the invalidity of any particular provision.

SECTION 6. Publication. The City Secretary shall cause this Ordinance to be published as required by the City Charter and applicable law.

SECTION 7. Reading. As provided by Article III, Section 3.11.B of the Charter of the City of Ingleside, this ordinance or the caption hereof shall be read at two City Council meetings with at least two weeks elapsing between each reading.

SECTION 8. Effective Date. This Ordinance shall become effective immediately upon its passage, approval, and publication as required by law.

PASSED, ORDAINED, APPROVED AND ADOPTED this _____ day of _____ 2026 by ___ (ayes) to ___ (nays) with ___ abstentions by a vote of the City Council of the City of Ingleside.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco Jr.	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

First Reading: _____

Second Reading: _____

Exhibit "A"

ARTICLE III. - VOLUNTEER FIRE DEPARTMENT

Sec. 42-59. Requirements of assistant chief and firefighters.

The assistant chief and firefighters shall be at least eighteen (18) years of age and shall be physically and mentally capable of safely performing the essential duties of a firefighter. The assistant chief and firefighters shall maintain the physical and mental ability to safely perform the essential duties of a firefighter throughout their service with the department. Continued service in the Volunteer Fire Department is conditioned upon maintaining the qualifications set forth in this section. ~~shall be able-bodied and not less than 18 years of age. Maximum age for any firefighter shall be 70 years of age, and of good physical and mental health. No firefighter past the age of 60 years old shall engage in any strenuous fire suppression or rescue activities unless a medical doctor's letter of fitness is obtained.~~ They shall become members of the fire department only after a six-month probationary period.

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 11

Discussion, consideration, and possible action on the first reading of an Ordinance of the City of Ingleside, Texas, creating and adding Article VII, "Motor-Assisted Scooters, Bicycles, and Electric Bicycles," to Chapter 62, "Traffic and Vehicles," of the Code of Ordinances of the City of Ingleside; adopting regulations governing the operation of motor-assisted scooters, bicycles, and electric bicycles upon public property; providing a penalty; providing a savings clause; providing a severability clause; providing for publication; and providing an effective date.

SUBMITTED BY: Martin Molina, Chief of Police

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

With the increased use of electric bikes & scooters within Ingleside, a concern for the safety of the users and non-users has arisen. The City Council requested a report on current regulations and steps being taken to ensure the safety of users through education and regulations, that was provided during the April 14, 2026, City Council meeting.

The report provided the following information:

Texas E-Scooters are mostly stand-up e-scooters. They are “motor-assisted scooters,” not motor vehicles—defined by 2+ wheels, brakes, ≤40cc(or electric equivalent), a deck, and human-power capability. No Texas driver’s license, registration, plates, or state-issued insurance are required; riders generally follow bicycle-style traffic rules (signals, yielding, lights at night). The E-Scooters can be ridden on streets ≤35 mph (cross higher speeds at intersections), bike lanes and bike paths. Sidewalk riding is permitted statewide, but cities may restrict it and there is no statewide adult helmet/age rule.

E-Bikes are classified as having operable pedals + motor ≤ 750W. There are 3-class systems that clarify speed, operation, and expectations as follows: Class 1: pedal-assist to 20 mph; Class 2: throttle allowed, to 20 mph; Class 3: pedal-assist to 28 mph and requires a speedometer and rider age 15+. E-Bikes do not require a state license, registration, title, or insurance, and are generally allowed where bicycles are, but cities/parks may restrict sidewalks, trails, or Class 3 access. In addition, there is no statewide adult helmet mandate. However, they must follow bicycle traffic laws: yield to pedestrians, use lights at night, and ride with traffic. E-Bikes are generally treated as bicycles and are allowed on roadways, bike lanes, and shared-use paths unless locally restricted. Sidewalk access is primarily a local decision; Class 3 e-bikes are more often restricted on sidewalks and narrow shared paths due to higher speeds.

E-Scooters are allowed on public streets posted at 35 mph or less; may cross higher-speed roads at intersections but not travel along them. They are allowed in bike lanes and on bicycle-only paths. Sidewalk use is permitted by state law, but cities may prohibit it in high-pedestrian areas.

Texas sets baseline access while allowing cities to add restrictions. Ordinances and clear signage can define no-ride zones, speed-limited areas, and time-of-day rules that can reduce conflicts and support consistent enforcement.

To address the local concerns, the proposed Ordinance will include more explicit rules to be considered by Council.

The proposed Ordinance is currently at legal for review, and will be presented to the Council at the meeting for initial review and possible action.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the Ordinance of the City Council of the City of Ingleside, Texas, amending Chapter 62 - Traffic and Vehicles, Article V - Golf Carts, Neighborhood Electric Vehicles, and Off-Highway Vehicles; by restricting the use of Motorized Scooters and bikes, also known as 'E-Scooters' and 'Electric Bikes,' on any public property; and further, making findings of fact; defining purpose and authority for said amendment; providing a savings clause; providing a severability clause; providing a penalty clause; providing for publication by caption; and providing an effective date be passed to second reading.

ATTACHMENTS:

1. DOCS1-#358478-v2-Article_VII_Bicycle_Ebike_Motor_Scooter_DRAFT v5

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF INGLESIDE, TEXAS, CREATING AND ADDING ARTICLE VII, "MOTOR-ASSISTED SCOOTERS, BICYCLES, AND ELECTRIC BICYCLES," TO CHAPTER 62, "TRAFFIC AND VEHICLES," OF THE CODE OF ORDINANCES OF THE CITY OF INGLESIDE; ADOPTING REGULATIONS GOVERNING THE OPERATION OF MOTOR-ASSISTED SCOOTERS, BICYCLES, AND ELECTRIC BICYCLES UPON PUBLIC PROPERTY; PROVIDING A PENALTY; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ingleside is a home-rule municipality operating pursuant to Article XI, Section 5 of the Texas Constitution and is authorized under Texas Local Government Code Section 51.001 and other applicable law to adopt ordinances to protect the public health, safety, and welfare;

WHEREAS, the Texas Transportation Code recognizes the authority of municipalities to regulate the operation of bicycles, electric bicycles, and motor-assisted scooters in certain circumstances, and the City Council for the City of Ingleside ("City Council") desires to exercise that authority in a manner consistent with applicable state law;

WHEREAS, the City Council finds that the increasing use of motor-assisted scooters, bicycles, and electric bicycles, particularly by children, has resulted in more frequent operation upon public streets, sidewalks, trails, parks, and other public property, creating safety concerns for operators, pedestrians, motorists, and other users of public property;

WHEREAS, the City Council further finds that children are increasingly operating such devices upon public streets without adequate supervision, increasing the risk of collisions, injuries, and conflicts with vehicular traffic;

WHEREAS, the City Council finds that encouraging parents and legal guardians to supervise the operation of motor-assisted scooters, bicycles, and electric bicycles by children and to ensure compliance with this Ordinance will reduce unsafe operation, improve public safety, and protect children and other users of public property;

WHEREAS, the City Council finds that reasonable regulations governing the operation of motor-assisted scooters, bicycles, and electric bicycles will promote the safe and orderly use of such devices, protect public property, reduce conflicts among users of public property, and establish clear and uniform standards for lawful operation within the City; and

WHEREAS, the City Council has determined that adoption of the regulations attached hereto as **Exhibit A** is necessary and appropriate to protect the public health, safety, and welfare of the City and its citizens.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, COUNTY OF SAN PATRICIO, STATE OF TEXAS:

SECTION 1. Findings. The foregoing recitals are hereby found to be true and correct and are incorporated herein for all purposes as findings of the City Council.

SECTION 2. Adoption. The City of Ingleside Code of Ordinances, Chapter 62, "Traffic and Vehicles," is hereby amended by adding Article VII, "Motor-Assisted Scooters, Bicycles, and Electric Bicycles," in the form attached hereto as Exhibit A, which is incorporated herein by reference as though fully set forth herein.

SECTION 3. Codification. It is the intent of the City Council that the provisions of this Ordinance become part of the Code of Ordinances of the City of Ingleside. The City Secretary or the City's codifier may renumber or reletter the provisions of this Ordinance and make such nonsubstantive revisions as are necessary to accomplish codification.

SECTION 4. Savings. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict only. All other ordinances or parts of ordinances shall remain in full force and effect.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council declares that it would have adopted this Ordinance and each provision thereof irrespective of the invalidity of any particular provision.

SECTION 6. Penalty. Any person violating any provision of Article VII adopted by this Ordinance shall be subject to the penalties provided therein and as otherwise provided by the Code of Ordinances of the City of Ingleside.

SECTION 7. Publication. The City Secretary shall cause this Ordinance to be published as required by the City Charter and applicable law.

SECTION 8. Effective Date. This Ordinance shall become effective on _____, 2026, following its passage, approval, and publication as required by law. The City Council finds that delaying the effective date will provide the City with an opportunity to educate the public regarding the requirements of this Ordinance prior to enforcement.

PASSED, ORDAINED, APPROVED AND ADOPTED this _____ day of _____ 2026 by ____ (ayes) to ____ (nays) with ____ abstentions by a vote of the City Council of the City of Ingleside.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco Jr.	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

First Reading: _____

Second Reading: _____

DRAFT

EXHBIT “A”

Article VII Motor Assisted Scooters, Bicycles, and Electric Bicycles

Sec. 62-230. Purpose.

The purpose of this article is to promote the safe and orderly operation of motor-assisted scooters, bicycles, and electric bicycles upon public property, to protect the public health, safety, and welfare, to protect pedestrians and other users of public facilities, and to preserve public property.

62-231 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bicycle means, as that term is defined in Texas Transportation Code Section 541.201, as amended, a device that a person may ride and that is propelled by human power and has two tandem wheels at least one of which is more than fourteen (14) inches in diameter.

Child means any person less than 18 years of age.

Electric bicycle means, as that term is defined in Texas Transportation Code Section 664.001, as amended, a bicycle equipped with fully operable pedals and an electric motor of fewer than 750 watts with a top assisted speed of twenty-eight (28) miles per hour or less. The three classes of electric bicycles are as follows:

Class 1 electric bicycle means, as that term is defined in Texas Transportation Code Section 664.001, as amended, an electric bicycle equipped with a motor that assists the rider only while pedaling and that has a top assisted speed of twenty (20) miles per hour or less.

Class 2 electric bicycle means, as that term is defined in Texas Transportation Code Section 664.001, as amended, an electric bicycle equipped with a motor that may propel the bicycle without the rider pedaling and that has a top assisted speed of twenty (20) miles per hour or less.

Class 3 electric bicycle means, as that term is defined in Texas Transportation Code Section 664.001, as amended, an electric bicycle equipped with a motor that assists the rider only while the rider is pedaling and that has a top assisted speed of more than twenty (20) miles per hour but less than twenty-eight (28) miles per hour.

Helmet means properly fitted headgear that is not structurally damaged, and that conforms to the standards of the American National Standards Institute, the American Society for Testing and Materials, the Snell Memorial Foundation, or any federal agency having regulatory jurisdiction over bicycle helmets, as applicable, at the time of the manufacture of the helmet.

Motor-assisted scooter means, as that term is defined in Texas Transportation Code Section 551.351, as amended, a self-propelled device with at least two wheels in contact with the ground during operation, a braking system capable of stopping the device under typical operating conditions, a gas or electric motor not exceeding forty (40) cubic centimeters, a deck designed to allow a person to stand or sit while operating the device, and the ability to be propelled by human power alone. The term does not include a pocket bike or Mini motorbike.

Operate means to ride, use, propel, or otherwise be in physical control of a motor-assisted scooter, bicycle, electric bicycle, or pocket bike in motion.

Parent means the natural or adoptive parent or court-appointed guardian or conservator of a child.

Pocket bike or Mini motorbike means, as that term is defined in Texas Transportation Code Section 551.351, as amended, a self-propelled vehicle equipped with an electric motor or an internal combustion engine having a piston displacement of less than fifty (50) cubic centimeters, designed to propel itself with not more than two wheels in contact with the ground, equipped with a seat or saddle for the operator, not designed for use on a highway, and ineligible for a certificate of title under Chapter 501 of the Texas Transportation Code.

Public street means a city owned or dedicated road, street, drive, alley or other right-of-way for the use of vehicles within the City of Ingleside's corporate boundaries.

Public property means any public street, sidewalk, trail, boardwalk, park, playground, splash pad, recreational area, parking area, public facility, or other real property owned, leased, maintained, controlled, or operated by the City that is open to or intended for use by the public.

Unimproved surface means any portion of public property that is not paved or otherwise improved and designated for pedestrian or vehicular travel, including grass, landscaped areas, natural ground, and similar surfaces.

Top assisted speed means, as that term is defined in Texas Transportation Code Section 664.001, as amended, the speed at which an electric bicycle's motor ceases propelling the bicycle or assisting the rider.

Trail means a designated pathway, whether paved or unpaved, intended primarily for pedestrian or recreational use.

Sidewalk means the portion of a public street that is between a curb or lateral line of a public street and the adjacent property line and intended for pedestrian use.

62-232 Operation of Motor-Assisted Scooters, Bicycles, and Electric Bicycles.

(a) Motor-assisted Scooters

- (1) Motor-assisted scooters may be operated, subject to this article and applicable state law, upon sidewalks, trails, public streets with a posted speed limit of thirty-five (35) miles per hour or less, and upon other public property designated and posted by the City Manager or the City Manager's designee for such use.

(b) Bicycle and Electric Bicycles

- (1) Bicycles and electric bicycles may be operated, subject to this article and applicable state law, upon public streets, sidewalks, trails, and upon other public property designated and posted by the City Manager or the City Manager's designee for such use.

62-233 Prohibited Operation.

- (a) A person may not operate a Motor-Assisted Scooter upon a public street with a posted speed limit greater than thirty-five (35) miles per hour. A Motor-Assisted Scooter may cross a public street with a posted speed limit greater than thirty-five (35) miles per hour at an intersection.
- (b) A person may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle within N.O. Simmons Park.
- (c) A person may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle within playground areas, splash pad areas, athletic fields, or other area designated and posted by the City Manager or the City Manager's designee as restricted.
- (d) A person may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon an unimproved surface of public property, except for the purpose of accessing a public street,

sidewalk, or trail for a distance not exceeding twenty (20) feet and in a manner that does not damage the surface.

- (e) A person may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle in a careless, reckless, or unsafe manner that interferes with pedestrian traffic or endangers any person or property.
- (f) Minimum Age for operation on public streets:
 - (1) A person under thirteen (13) years of age may not operate a Bicycle, Class 1 Electric Bicycle, Class 2 Electric Bicycle, or Motor-Assisted Scooter upon a public street within the City, unless under the direct supervision of a parent or legal guardian.
 - (2) A person under fifteen (15) years of age may not operate a Class 3 Electric Bicycle. This subsection does not prohibit a person under fifteen (15) years of age from riding as a passenger on a Class 3 Electric Bicycle and shall be construed consistent with Texas Transportation Code Section 551.107(c), as amended.
- (g) A person may not operate or ride a Mini motorbike or Pocket Bike on any public street, sidewalk, trail, or other public property.

Sec. 62-234 Equipment and Operating Requirements.

- (a) A child may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon public property unless the child wears a properly fitted and securely fastened helmet.
- (b) A child may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon public property while wearing headphones, earbuds, or other listening devices in both ears that impair the child's ability to hear surrounding traffic, pedestrians, or other hazards.
- (c) No person operating a Motor-Assisted Scooter, Bicycle, or Electric Bicycle shall carry a passenger unless the motor-assisted scooter, bicycle, or electric bicycle is specifically designed and equipped by the manufacturer for the transportation of a passenger.
- (d) A person may not operate a Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon public property unless it is equipped with a bell, horn, or other audible warning device in good working order. The operator shall use the audible warning device when reasonably necessary to warn pedestrians or other persons of the operator's approach.
- (e) A person operating a Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon a public street shall obey all official traffic-control devices, traffic-control signals, and applicable state and local traffic laws.
- (f) A Motor-Assisted Scooter, Bicycle, or Electric Bicycle may not be operated between one-half hour after sunset and one-half hour before sunrise unless equipped with:
 - (1) A white light visible from at least five hundred (500) feet to the front; and
 - (2) A red reflector visible from at least three hundred (300) feet to the rear, or a red lamp visible from at least five hundred (500) feet to the rear.

62-235 Operation on Sidewalks and Trails

- (a) A person operating a Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon sidewalks or trails shall not exceed ten (10) miles per hour.

62-236 Pedestrian Safety.

- (a) A person operating a Motor-Assisted scooter, Bicycle, or Electric Bicycle shall:
 - a. yield the right-of-way to pedestrians;
 - b. slow to a safe speed and provide an audible warning to pedestrians before passing them;
 - and

- c. not obstruct crosswalks.

Sec. 62-237 Parental Responsibility.

A parent, guardian, or person having legal custody of a child may not knowingly permit the child to violate the provisions of this article. A violation of this section constitutes a separate offense.

Sec. 62-238 Public Events.

The City Manager or the City Manager's designee may temporarily prohibit or restrict the operation of Motor-Assisted Scooter, Bicycle, or Electric Bicycle upon designated public property during a permitted event, city-sponsored event, emergency, construction activity, or other circumstance when necessary to protect the public health, safety or welfare.

Sec. 62-239. Penalty.

- (a) A person who violates any provision of this article commits an offense punishable as a Class C misdemeanor and, upon conviction, shall be punished by a fine as provided in Section 1-14 of this Code.
- (b) Each violation of this article and each day a violation continues shall constitute a separate offense.
- (c) A violation of Section 62-237 constitutes a separate offense and does not preclude prosecution of the child for the underlying violation.

Sec. 62-240. Affirmative defense.

It is an affirmative defense to prosecution for a violation of a provision of this article that the Motor-Assisted Scooter, Bicycle, or Electric Bicycle, Mini motorbike or Pocket Bike was not being operated upon public property at the time of the alleged offense.

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 12

Discussion, consideration, and possible action on a Resolution of the City Council of the City of Ingleside, Texas authorizing the acceptance of a grant from the Texas A&M Forest Service in the amount of \$25,000.00 towards the purchase of new apparatus equipment for the Ingleside Volunteer Fire Department.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The 77th Texas Legislature passed House Bill 2604 in 2001, establishing the Rural Volunteer Fire Department Assistance Program. The program assists volunteer fire departments with the purchase of equipment and training.

The Texas A&M Forest Service Rural Volunteer Fire Department Assistance Program assists volunteer fire departments with the purchase of apparatus and equipment up to \$25,000.00 reimbursement with proof of payment.

The apparatus equipment to be purchased with this grant is for Unit #112 Pumper Truck that was purchased for the Ingleside Volunteer Fire Department through a Buy Board contract.

FISCAL ANALYSIS:

The purchase price for the new apparatus equipment will be up to \$25,000.00. The City will supply the upfront payment and receive reimbursement for up to \$25,000.00 upon proof of payment for the new apparatus equipment for Unit 112, that was approved for purchase on the October 27, 2025 City Council meeting.

RECOMMENDATION:

Staff recommends the City Council approve the proposed Resolution for the acceptance of the Texas A&M Forest Service Grant Funds for the purchase of apparatus equipment for Unit 112 Pumper Truck of the Ingleside Volunteer Fire Department.

ATTACHMENTS:

1. Res 2026-XX_Resolution - Texas A&M Forest Service Rural VFD Grant_Apparatus and Equipment

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, AUTHORIZING ACCEPTANCE OF A GRANT FROM THE TEXAS A&M FOREST SERVICE IN THE AMOUNT OF \$25,000.00 TOWARDS THE PURCHASE OF NEW APPARATUS EQUIPMENT FOR THE INGLESIDE VOLUNTEER FIRE DEPARTMENT.

WHEREAS, the City Council of the City of Ingleside, Texas, recognizes that the Texas A&M Forest Service Rural Volunteer Fire Department Assistance Program assists volunteer fire departments with the purchase of apparatus and equipment up to \$25,000.00 reimbursement with proof of payment; and

WHEREAS, funds have been established and will be made available and awarded through the Texas A&M Forest Service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, COUNTY OF SAN PATRICIO, STATE OF TEXAS, THAT:

Section 1: The City Manager or designee is authorized to execute all documents necessary to accept a grant from the Texas A&M Forest Service in the amount of \$25,000.00 towards the purchase of apparatus equipment for Unit 112 Pumper Truck for the Ingleside Volunteer Fire Department.

Section 2: The City will supply the upfront payment of \$25,000.00 and receive reimbursement of up to \$25,000.00 upon proof of payment.

PASSED AND APPROVED this ___ day of _____ 2026, by ___ (ayes) to ___ (nays) with ___ abstentions by a vote of the City Council of the City of Ingleside, Texas.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 13

Deliberate and take appropriate action on the first and only reading of an Ordinance amending the Fiscal Year 2025-2026 Budget for the City of Ingleside, Texas, for the Grant Fund for the appropriation of the Grant Funds from Texas A&M Forest Service for the purchase of apparatus and equipment for the Volunteer Fire Department.

SUBMITTED BY: Priscilla Solis, Assistant Director of Finance, Luis Rios, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Contingent upon approval of the related resolution for the Apparatus and Equipment Grant from Texas A&M Forest Services, the attached budget amendment will be required for budgetary purposes.

FISCAL ANALYSIS:

Account Name	Dept-Acct Number	Budget Increase	Budget Decrease
<u>Fund 25 Grant Fund</u>			
<i>Revenues</i>			
TX-Forest Service-Equipment	25-4503	25,000	
<i>Expenses</i>			
Grant-Equipment	25-5-08-764	25,000	

RECOMMENDATION:

Contingent upon approval of the related resolution, staff recommends that Council approve the budget amendment for the Grant Fund for the appropriation of the Grant Funds from Texas A&M Forest Service for the purchase of apparatus and equipment for the Volunteer Fire Department.

ATTACHMENTS:

1. 2026-07-14 ORDINANCE NO FY2026-XX BUDGET AMENDMENT-TX A&M FOREST-EQUIPMENT GRANT v2

ORDINANCE NO. 2026-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE CITY OF INGLESIDE, TEXAS, FOR THE GRANTS FUND FOR THE APPROPRIATION OF THE GRANT FUNDS FROM TEXAS A&M FOREST SERVICE FOR THE PURCHASE OF APPARATUS AND EQUIPMENT FOR THE VOLUNTEER FIRE DEPARTMENT.

BE IT ORDAINED BY THE CITY COUNCIL OF INGLESIDE, TEXAS:

WHEREAS, it was unforeseen when the budget was adopted that the city would receive these grant funds.

BE IT ORDAINED by the City Council of the City of Ingleside that the Fiscal Year 2025-2026 budget be amended as shown as follows:

CITY OF INGLESIDE
DEPARTMENT REVENUES AND EXPENSES
BUDGET AMENDMENT

Account Name:	Dept-Acct Number:	Budget Increase	Budget Decrease
Fund 25			
Grant Fund			
Revenues			
TX-Forest Svc-Equipment	25-4503	<u>25,000</u>	
Expenses			
Grant-Equipment	25-5-08-764	<u>25,000</u>	

[To amend the FY2026 budget as shown above to recognize the revenue and appropriate the expense for the TX-Forest Service, Apparatus & Equipment grant.]

THAT all Ordinance or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

THAT if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgement of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

THAT this Ordinance shall not be codified but shall become effective on and after adoption and publication as required by law.

PASSED, ORDAINED, APPROVED AND ADOPTED this _____ day of _____ 2026 by ____ (ayes) to ____ (nays) with ____ abstentions by a vote of the City Council of the City of Ingleside.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco Jr.	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: July 14, 2026

AGENDA ITEM: 14

Discussion, consideration, and possible action on the acceptance of a donation to the Ingleside Volunteer Fire Department in the amount \$500.00 from the Kiewit Offshore Services Employee Foundation.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

A donation was received by Kiewit Offshore Services Employee Foundation for support during the fireworks display.

FISCAL ANALYSIS:

Donation received: \$500.00.

RECOMMENDATION:

Staff recommends City Council accept the donation by Kiewit Offshore Employee Foundation Services to the Ingleside Volunteer Fire Department.

ATTACHMENTS:

None

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 15

Discussion, consideration, and possible action on the first and only reading of an Ordinance amending the Fiscal Year 2025-2026 Budget for the City of Ingleside, Texas, for the General Fund for the appropriation of the donation funds for the Volunteer Fire Department received from Kiewit Offshore Services Employee Foundation.

SUBMITTED BY: Priscilla Solis, Assistant Director of Finance, Luis Rios, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Kiewit Offshore Services Employee Foundation generously donated \$500 to support the Ingleside Volunteer Fire Department to help meet any needs they have. The City Charter states, "One reading shall be required for emergency and budget/tax ordinances."

FISCAL ANALYSIS:

Account Name	Dept-Acct Number	Budget Increase	Budget Decrease
<u>Fund 10 General Fund</u>			
<i>Revenues</i>			
Donations-VFD	10-4592	500	
<i>Expenses</i>			
Donations-VFD	10-5-08-590	500	

RECOMMENDATION:

Staff recommends approving the ordinance to amend the Fiscal Year 2025-2026 Budget for the City of Ingleside, Texas, for the General Fund for the appropriation of the donation funds for the Volunteer Fire Department received from Kiewit Offshore Services Employee Foundation.

ATTACHMENTS:

1. 2026-07-14 ORDINANCE NO FY2026-XX BUDGET AMENDMENT-KIEWIT
DONATION v3

ORDINANCE NO. 2026-__

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE CITY OF INGLESIDE, TEXAS, FOR THE GENERAL FUND FOR THE APPROPRIATION OF THE DONATION FUNDS FOR THE VOLUNTEER FIRE DEPARTMENT RECEIVED FROM KIEWIT OFFSHORE SERVICES EMPLOYEE FOUNDATION.

BE IT ORDAINED BY THE CITY COUNCIL OF INGLESIDE, TEXAS:

WHEREAS, it was unforeseen when the budget was adopted that there would be a need for funding for these expenditures this fiscal year.

BE IT ORDAINED by the City Council of the City of Ingleside that the Fiscal Year 2025-2026 budget be amended as shown as follows:

CITY OF INGLESIDE
DEPARTMENT REVENUES AND EXPENSES
BUDGET AMENDMENT

Account Name:	Dept-Acct Number:	Budget Increase	Budget Decrease
Fund 10 General Fund			
Revenues			
Donations- VFD	10-4592	<u>500</u>	
Expenses			
Donations- VFD	10-508-590	<u>500</u>	

[To amend the FY2026 budget as shown above to recognize the revenue and appropriate the expense for the donation from Kiewit Employee Foundation for the Volunteer Fire Department.]

THAT all Ordinance or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

THAT if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgement of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

THAT this Ordinance shall not be codified, but shall become effective on and after adoption and publication as required by law.

PASSED, ORDAINED, APPROVED AND ADOPTED this _____ day of _____ 2026 by __ (ayes) to __ (nays) with __ abstentions by a vote of the City Council of the City of Ingleside.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 16

Discussion, consideration, and possible action on authorizing staff to advertise and receive Requests for Proposals (RFP) for qualified firms of Certified Public Accountants to audit the City and its blended component unit, Ingleside Development Corporation (IDC) financial statements.

SUBMITTED BY: Luis Rios, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City of Ingleside's financial statements have been audited by ABIP, PC for the past three years. As a best practice, and to ensure independence, foster fresh perspectives, and maintain public trust, we are seeking to advertise and receive Requests for Proposals (RFP) for qualified firms. According to the City Charter in Section 3.15 the City “shall issue a request for proposals no less than every 3 years.” The last time the City issued an RFQ for audit services was in May 2023.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends Council authorize staff to advertise and receive Requests for Proposals (RFP) for qualified firms of Certified Public Accountants to audit the City and its blended component unit, Ingleside Development Corporation (IDC) financial statements.

ATTACHMENTS:

None

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 17

Discussion, consideration, possible action on City Council to approve the purchase of insert-a-valve equipment for the water department, as budgeted in the Fiscal Year 25-26 CIP budget Fund 52 from Hydra-Stop, a Sole Source provider.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Water Department has identified the need to purchase insert-a-valve equipment to improve system reliability and operational efficiency. Insert-a-valves allow staff to isolate sections of water line without requiring a full system shutdown, thereby minimizing service disruptions to residents and supporting more efficient maintenance and emergency repairs. This will also help from having to issue TCEQ mandated boil water notices when we have a system shutdown. Funding has been allocated accordingly within the Water Department's approved budget. Approval of this agenda item will authorize the procurement of the insert-a-valve in accordance with the City's purchasing policies and enable staff to proceed with installation at a location identified as critical for system control and service continuity. Hydra-Stop Insert-A-Valve equipment, a division of Pentair, is identified as the Sole Source provider as stated in the attached letter.

FISCAL ANALYSIS:

This item was approved by City Council for the FY25-26 CIP budget Fund 52 in the amount of \$68,000.

RECOMMENDATION:

Staff recommends City Council approve the purchase of insert-a-valve equipment for the water department in the quoted amount of \$67,996.00.

ATTACHMENTS:

1. HYDRA-STOP QUOTE - INSERT A VALVE
2. HYDRA-STOP SOLE SOURCE LETTER

EQUIPMENT PROPOSAL

City of Ingleside, TX

PREPARED FOR: John Witt

PREPARED ON: 6/29/2026

Dear John Witt,

Thank you for your interest in Hydra-Stop. Please find your requested proposal for the following equipment on the next page; a summary of your proposal is below for review:

The equipment configuration you requested will provide City of Ingleside, TX with the capabilities to insert Insta-Valve insertion valves. Your equipment proposal also includes one training session (2 days) and all the required hand tools required to install Insta-Valve insertion valves. The only additional equipment City of Ingleside, TX will require is a truck to transport your equipment.

Your proposal includes the items listed below:

- 4"-8" IV Equipment with Hydraulic drive & Power pack

As the leading manufacturer of insertion valves and line stops, Hydra-Stop has provided water control solutions to municipalities, private water utilities, and contractors worldwide since 1981. Our priority is to provide you with reliable, cost-effective products and exceptional customer service and support — helping you stay on time and on budget. For more information on our full range of control solutions, please visit our website at www.hydra-stop.com.

We appreciate the opportunity to present this quotation and thank you again for your consideration. Please do not hesitate to contact me directly should you have any further questions.

Best regards,



Holt Henderson
Territory Sales Manager

Hydra-Stop From Pentair

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► FROM PENTAIR

144 Tower Drive | Burr Ridge, IL 60527
Phone: (708)389-5111

PROPOSAL: HSPQ29069-01

DATE: 06-29-2026

Customer ID:

Bill To

City of Ingleside, TX
John Witt
2671 San Angelo Avenue
Ingleside, TX 78362
United States
Phone 361.776.2517
Fax

Ship To

City of Ingleside, TX
John Witt
2525 8th Street
Ingleside, TX 78362
United States
Phone 361.776.2517
Fax

Incoterms	Freight	Lead Time	Terms
Ex-Works	Prepay & Add	6 Weeks ARO	TBD

Line	Part Number	Description	Qty	Unit Price	Ext. Price
1	3-TAPMACH-OSY-250	Tapping Machine Unit, OS&Y, 250 PSI	1	\$10,163.00	\$10,163.00
2	3-TMMDRVHYD-412	4-12 Hyd Motor Restraint Assembly	1	\$10,199.00	\$10,199.00
3	3-TOOLKIT-412	4-12 Installation Equipment Tool Kit	1	\$1,312.00	\$1,312.00
4	3-480IV-250	4-8 IV Base Equipment Unit, 250PSI	1	\$30,135.00	\$30,135.00
5	3-HYDPOWERPACK-01	HYD POWER PACK UNIT 13 HP, 9 GPM, MR@1800 PSI, WITH HOSES AND QUICK CONNECTS	1	\$8,687.00	\$8,687.00
6	TRAINING	EQUIPMENT TRAINING	1	\$7,500.00	\$7,500.00

Quotation is Valid for 30 days from Quotation Date.

TAXES AND FREIGHT ARE NOT INCLUDED IN THIS QUOTATION.

-SCHEDULING OF TRAINING AT TIME ORDER IS PLACED.

-CANCELLATION OF TRAINING IS SUBJECT TO \$1,000.00 FEE

-THIS PROPOSAL IS SUBJECT TO PASSING THROUGH ANY LEVIED TARIFFS.

Grand Total \$67,996.00

The sale of product (s) or services provided by Hydra-Stop shall be governed by the attached Terms and Conditions. Pricing is good for 30 days from the quotation date. Hydra-Stop's offer to sell products to or to provide services to you ("Customer") is expressly limited by Customer's acceptance of these Terms and Conditions, as evidenced by Customer's issuance of a purchase order for products (s) or services, or Customer's payment for any additional products or services under the purchase order. Additional or different terms or conditions proposed by Customer (including those that may be contained in Customer's purchase order) shall be void and of no effect unless a written agreement to contrary is provided by Hydra-Stop. All pricing is in USD and excludes applicable taxes, duties, tariffs, or freight. If tariffs, duties, or other government-imposed fees after the date of this quotation, we reserve the right to adjust pricing accordingly.

WHO WE ARE

OUR COMPANY

- Leading provider of insertion valves
- Provides solutions for water control since 1981
- Supports thousands of municipalities and contractors around the world

OUR PURPOSE

- Supply solutions for the 20-50% of valves in municipalities systems that no longer operate
- Help municipalities manage, maintain and provide solutions for aging water systems
- Provide municipalities and private water utilities with the easiest and cost-effective solutions to serve their communities
- Minimize the disruption of the most basic human need...water

OUR VALUES



Our Win Right values are the foundation for our company and shape how we do business and treat one another. We “win” by delivering on our values of Customer First, Accountability for Performance and Innovation & Adaptability. And we do it the “right” way, through Positive Energy, Respect & Teamwork, and Absolute Integrity.

MEET YOUR TEAM

MAIN CONTACTS



HOLT HENDERSON

Territory Sales Manager

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M: 331.814.8475

DAN SPRATT

Inside Sales

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TRAINING CONTACTS



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KENT WOOSLEY

Trainer and Technical Support
Representative

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OTHER CONTACTS



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Regional Manager

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STEVE ROEHRIG

VP, Commercial Operations

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T: 630.756.5212
M: 331.814.8566



COST SAVINGS

528.4 MILLION GALLONS

Average Amount of Water Lost per Year to System Leakage*



*Source: AWWA White Paper, "The State of Water Loss Control in Drinking Water Utilities"

SAVE WATER AND MONEY

by Putting a Hydra-Stop Solution to Work for You

100%

Eliminated Costs
Associated with
System Shutdown



44%

Incremental Cost Savings
by Utilizing a
Hydra-Stop Solution



12 MONTHS

Average Length of Time
to See a Return on
Your Investment



CUSTOMER STORY

THE CUSTOMER

Niskayuna, New York

THE CHALLENGE

In August 2025, the Town of Niskayuna faced a complex infrastructure challenge at a busy intersection connecting a state and county road. The team needed to abandon an aging valve located next to a 12-inch gas main, but the confined space and proximity to critical infrastructure made traditional replacement methods unsafe and impractical.

Compounding the challenge, the area served two doctor's offices, a dentist office, a school, and multiple residential homes, making shutdowns nearly impossible without significant community impact. Utility crews needed a safe and efficient solution that would allow them to replace the valve without disrupting water service or disturbing the adjacent gas main.

THE SOLUTION

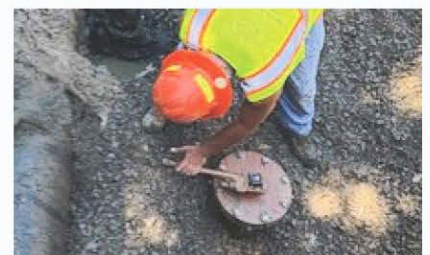
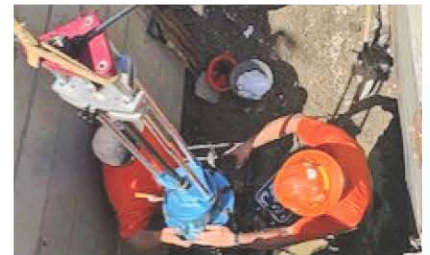
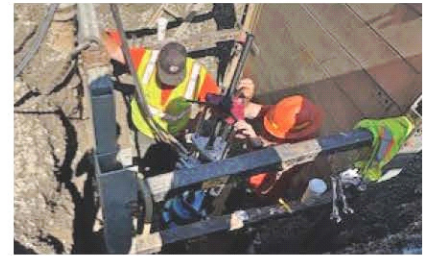
To overcome these challenges, Niskayuna's water department installed an 8" Hydra-Stop Insta-Valve 250. The team completed both excavation and installation within the same day, a necessary approach due to heavy traffic and site constraints.

The no-shutdown capability of the Insta-Valve 250 allowed crews to install the new valve while maintaining continuous service to local businesses, the school, and nearby residents. Despite the tight workspace and proximity to the gas main, the installation proceeded smoothly and safely, demonstrating the valve's adaptability in complex field conditions.

PROJECT IMPACT

The project's success provided the Town of Niskayuna with a new, reliable control point that eliminated dependence on older valves and improved the system's overall manageability. By using the Insta-Valve 250, the utility avoided doubling the number of homes affected during future shutdowns and eliminated the risk of widespread service interruption.

The installation showcased how Hydra-Stop's technology empowers utilities to perform essential upgrades in even the most challenging environments—safely, efficiently, and without disrupting the community.



TESTIMONIALS

“

Hydra-Stop LLC always goes above and beyond to support us. Our division originally purchased equipment from them 15 years ago and it's still holding up nicely. We required some retraining and John came on site 5 times to do demos with us. He demonstrated how to properly use the equipment and made sure we were well trained. He even helped us retrofit the equipment to meet our needs. Their materials are of high quality and they are also able to deliver to us with short notice. Hydra-Stop is always a phone call away and has provided continued support.

— **Miami-Dade Water and Sewer Department**

“

Hearne is a typical small town with big infrastructure problems. The majority of the water valves in town are not operational or have been lost over time. Hydra-stop is an easy to use solution that is allowing our water department to take control of our system with almost no impact on our citizens. Purchasing Hydra-Stop has amounted to huge savings in contractor costs and is easy enough to use that our crews successfully install a valve after only one day of training.

— **City of Hearne, Texas**

“

I started my own water maintenance business back in 2014 and have worked with Hydra-Stop products. I find the Insta-Valves and Line Stop Fittings easy to install and I work with Chad on a regular basis. They are always available to provide support and help me resolve any issues that arise. Hydra-Stop provides good equipment and I will continue to work with them; there is no need to look elsewhere.

— **Construction Service of Indiana**

“

Florida Flow Control is known for being industry leaders in specialty water and wastewater services; our go to for water solutions and equipment has been Hydra-Stop since 2009. If we weren't happy with them we wouldn't be working with them, and we use them almost exclusively. The Hydra-Stop LLC team is always willing to come out to our sites and frequently check in with us. No complaints here.

— **Florida Flow Control**

IN GOOD COMPANY

SELECTION OF CLIENTS



Hillsborough
County Florida

July 8, 2026

City of Ingleside
PO Box 400
Ingleside, TX

Dear John Witt:

Hydra-Stop is the sole designer and manufacturer of the Hydra-Stop System. The Hydra Stop System is an under-pressure pipe maintenance and repair system engineered to allow the repair and maintenance of water, wastewater and other fluid systems without interrupting service or requiring system shutdown.

The Hydra-Stop System allows any of its four standalone machines to expand capability and function using interchangeable components and expansion kits: Hydra-Tapper 4"-12" pressure tapping, Hydra-Stopper 4"-12" line stopping, Insta-Valve 250® 4"-12" valve insertion. Covered by United States Patent No. 9,829,141,B2 and United States Patent No. 9,644,779,B2 and IVP 250® 16" valve insertion (Patent 8627843,B2). All design and invention rights are reserved. Additional Patents Pending.

Hydra-Stop Fittings, Insta-Valve 250® insertion valves and IVP 250® insertion valves are engineered specifically to be used with the Hydra-Stop System and are an integral component of the Hydra-Stop System.

If you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Dan Spratt". The signature is fluid and cursive, with the first name "Dan" being larger and more prominent than the last name "Spratt".

Dan Spratt
Inside Sales Representative

Hydra-Stop

CITY COUNCIL AGENDA

Regular Meeting: July 14, 2026

AGENDA ITEM: 18

Discussion, consideration, and possible action for City Council to approve the purchase of a 16' Load King Dump Truck from Custom Truck One Source through Sourcewell Cooperative purchasing program.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Streets Department is continuing to acquire the equipment needed to perform street maintenance in-house. While some of the necessary equipment has already been purchased, several key pieces of equipment are still needed. This purchase will provide staff with one of those essential items. The Streets Department obtained quotes for this dump truck, and the apparent lowest responsive quote was submitted by Custom Truck One Source (CTOS). This purchase will be made through CTOS Sourcewell Cooperative Contract #110421-TER. Currently, staff must contract a dump truck whenever street maintenance work requires one. Purchasing this vehicle will ensure the equipment is readily available when needed, eliminate reliance on contractor availability, and improve the department's efficiency in completing street maintenance projects.

FISCAL ANALYSIS:

This item was approved by City Council for the FY25-26 CIP Fund 32 with a budgeted amount of \$200,000 for the purchase of this equipment.

RECOMMENDATION:

Staff recommends the City Council to approve the purchase of a 16' Load King Dump Truck from Custom Truck One Source through Sourcewell Cooperative.

ATTACHMENTS:

1. CUSTOM TRUCK QUOTE - DUMP TRUCK

16’ Load King LKXD16X421/4DB

Freightliner M2 106 Plus 6x4 Standard Cab Diesel

Item Number: 100_05708

City of Ingleside Sourcewell #224366
CTOS Sourcewell #110421-TER
QR-065760



Confirm CA registration ability prior to purchase. (888) 684-8146 | www.customtruck.com

Chassis Specifications	
Chassis	Freightliner M2 106 Plus
Axle Configuration	6x4
Cab Type	Standard Cab
Engine	Cummins L9
Fuel Type	Diesel
Engine Horsepower	360 hp
Transmission	Allison 3000 RDS-P, Automatic
Engine Block Heater	Included
Auxiliary Brake System	Engine Brake
Brakes	Air
Air Dryer	Included
Fuel Tank Capacity	70 gal

Axles & Suspension	
Front Axle	18000 lbs
Front Tires & Wheels	315/80R22.5, Aluminum
Front Suspension	Flat Leaf 18000 lbs
Rear Axle	40000 lbs
Rear Axle Configuration	Tandem Axle
Rear Axle Ratio	5.29
Rear Locking Differential	Driver-Controlled
Rear Tires & Wheels	11R22.5, Aluminum
Rear Suspension	Hendrickson RT403 40000 lbs
Drop Axle(s)	Not Included
Drop Axle Tires & Wheels	Not Applicable
GVWR	58000 lbs

Cab Features	
Heated Mirrors	Included
Door Locks	Power
Windows	Power
Interior	Mist/Carbon, Cloth & Vinyl
Seats	Air Ride Driver, Non-Air Passenger
Rear Camera	Not Included
Cab Color	White

General Safety	
Backup Alarm	Included
Fire Extinguisher	Included
First Aid Kit	Included
Strobe Lights	Included

Body Specifications	
Body	Load King LKXD16X421/4DB
Body Type	Semi Elliptical
Body Color	Black

Dimensions & Capacity	
Approximate Capacity	15 cy
Length	16’
Side Height	42”
Cab Shield	24”, Full-Width
Tailgate Height	48”

Construction & Design	
Understructure	Crossmemberless
Longsill	8” Formed Channel
Front Material	1/4” AR450 Steel
Side Material	1/4” AR450 Steel
Floor Material	1/4” AR450 Steel
Tailgate Material	1/4” AR450 Steel
Front Style	Straight
Side Style	
Rear Style	Straight
Boards	Included
Board Pockets	Included

Dump Body Features	
Hoist	Telescopic, Trunnion Mount
Hydraulic System	Power Take-Off
Dump Apron	10”
Asphalt Taper	Not Included
Tarp	Mesh, Electric
Fender	Steel
Vibrator	Not Included
Plow	Not Included
Spreader	Not Included
Toolbox	(1) 18” x 18” x 36”, Steel

Controls & Accessories	
Controls	Center Console Control Package
Shovel Holders	Not Included
Ladder	Included

Tailgate & Coal Chute	
High Lift Cylinder	External
Tailgate Operation	Air Operated
Tailgate Latch	Air
Coal Chute(s)	Not Included
Sludge Locks	Included
Spreader Chains	Included

Trailer & Towing	
Hitch	50 ton Pintle Hitch
Trailer Receptacle	6-Way Round, 7-Way Round
Trailer Brake Controller	Included
Rear D-Rings	Included
Gladhands	Included

Available Options - Option included in base price below	
Coal Chute	

Freight included in price

Open Market Price: \$165,655.36



Booms & Cranes



Bucket Trucks



Diggers



Dump Trucks



Forestry



Pulling & Stringing



Service Trucks



Track



Heavy Haul Tractor

Trailers



Vac Trucks



Waste & Refuse



Rail



Building Supply



Water Trucks



Oil & Gas



Electric Vehicles



E-PTO

CUSTOM TRUCK (1) SOURCE™



Phone: (888) 684-8146
Email: info@customtruck.com
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CITY COUNCIL AGENDA
Regular Meeting: July 14, 2026

AGENDA ITEM: 19

Discussion, consideration, and possible action on future city projects, the effect on the Interest and Sinking Tax levy and on authorizing staff to present a resolution for Certificates of Obligation at the July 28, 2026 Regular City Council meeting.

SUBMITTED BY: Luis Rios, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City Council will meet in a Special City Council Meeting on Saturday July 11, 2026 to discuss, consider, and take possible action regarding the Council Management Vision for Fiscal Year 2026-2027, including budget priorities and potential capital improvement projects. As previously presented and discussed by representatives of SAMCO Capital the City of Ingleside debt capacity is based on the current Interest and Sinking Rate and that rate will be affected if no action is taken before adopting the tax rate for the upcoming fiscal year.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends that council direct staff for prepare a resolution to present at the July 28th council meeting.

ATTACHMENTS:

None