

DRAFT

MINUTES REGULAR MEETING May 3, 2022

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on May 3, 2022, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present: Mayor Ralph Gutierrez; Mayor Pro-Tem David Scagliola; Councilmember Mark Davis; City Council Place 2 - Vacant; Councilmember Jill Whittaker; Councilmember Michael Dahle; Councilmember Allison Heyward; Councilmember Tim Brown

City Staff: City Manager Dr. Mark Browne; Assistant City Manager Brian James; Assistant City Manager Charles Kelm; City Attorney Daniel Santee; Assistant to the City Manager Sarah Gonzalez; Deputy City Secretary Sheila Edmondson

Call to Order

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

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

Councilmember Davis provided the opening prayer followed by the Pledges of Allegiance to the Flags of the United States and the State of Texas.

Presentations

- **Proclamation-53rd Professional Municipal Clerks Week (May1st-7th, 2022)**

Mayor Gutierrez postponed presenting the Proclamation for the 53rd Professional Municipal Clerks Week until City Secretary Brenda Dennis can be present to receive the proclamation.

Employee Recognition-Introduce New Employees

- **Leanne Latham-Human Resource Manager, HR Dept.**

HR Director Jessica Kurz introduced Leanne Latham-Human Resource Manager to City Council.

City Events and Announcements

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

Mayor Gutierrez recognized Assistant City Manager Charles Kelm who provided the following information:

Sunday, May 8

Mother's Day

Tuesday, May 10

Next regular scheduled Council meeting

6:00 PM

Council Chambers

Announcements and recognitions by the City Manager (M. Browne)

City Manager Mark Browne thanked Councilmember Jill Whittaker, Asst. Fire Chief Greg Rodgers and Eric Herzog for participating in the Chamber Gold Tournament this past week.

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

Mayor Gutierrez attended the Change of Command for the 502nd Airbase Wing and bid farewell to General Miller. He wanted to welcome General Driggers to our community.

Hearing of Residents

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

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

No one signed up to speak.

Consent Agenda Items

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

Mayor Gutierrez removed both Consent Agenda Items and placed them into Discussion/Action.

Discussion and Action Items

1. **Minutes** – Consideration and/or action regarding the approval of the minutes of the SSLGC/Schertz/Seguin Joint Workshop of April 18, 2022, and approval of the minutes of the Regular Council meeting of April 26, 2022. (B. Dennis)

Mayor Gutierrez stated that the minutes from the Regular Council meeting of April 26, 2022, were not finalized and asked for a motion to approve only the SSLGC/Schertz/Seguin Joint Workshop Minutes from April 18, 2022.

Moved by Councilmember Allison Heyward, seconded by Councilmember Tim Brown

AYE: Mayor Pro-Tem David Scagliola, Councilmember Mark Davis, Councilmember Jill Whittaker, Councilmember Michael Dahle, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

2. **Resolution No. 22-R-43** - Consideration and/or action adopting a Resolution by the City Council of the City of Schertz, Texas, authorizing a program and expenditures as provided for in the Economic Development Performance Agreement between Caterpillar Inc. and the City of Schertz Economic Development Corporation. (M. Browne/A. Perez)

Mayor Gutierrez read the following into record:

RESOLUTION NO. 22-R-43

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ TEXAS AUTHORIZING AN ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT BETWEEN THE CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION AND CATERPILLAR INC; AND OTHER MATTERS IN CONNECTION THEREWITH

Mayor Gutierrez recognized Economic Director Adrian Perez who answered questions from City Council. Mr. Roy Stanley, Strategic Projects Manager, Caterpillar Inc. and Mr. William Bates, Business Resource Manager, Caterpillar Inc. thanked City Council and look forward to working with the City in the future.

Mayor Gutierrez asked for a motion for Resolution No. 22-R-43.

Moved by Councilmember Jill Whittaker, seconded by Councilmember Mark Davis

AYE: Mayor Pro-Tem David Scagliola, Councilmember Mark Davis, Councilmember Jill Whittaker, Councilmember Michael Dahle, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

3. **Ordinance No. 22-M-20** - Consideration and/or action adopting an Ordinance by the City Council of the City of Schertz, Texas setting dates for the end of terms of members of City Boards, Commissions, and Committees, and requiring City Board Volunteer Members to take part in an interview process; repealing all ordinances or resolutions or parts of an ordinances or resolutions in conflict with this ordinance; and providing an effective date. *(First Reading)* (Interview Committee/S. Edmondson)

Mayor Gutierrez read the following into record:

ORDINANCE NO. 22-M-20

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS SETTING EXPIRATION DATES FOR THE END OF TERMS OF VOLUNTEER MEMBERS OF CITY BOARDS, COMMISSIONS, AND COMMITTEES, AND REQUIRING THE CITY BOARD VOLUNTEER MEMBER TAKE PART OF AN INTERVIEW PROCESS TO BE APPOINTED OR RE-APPOINTED TO A CITY BOARD. REPEALING ALL ORDINANCES OR RESOLUTIONS OR PARTS OF ORDINANCES OR RESOLUTIONS IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

Mayor Gutierrez recognized Deputy City Secretary Sheila Edmondson who presented Ordinance No. 22-M-20 which sets new expiration dates for the end of terms for Volunteer Members of City Boards, Commissions, and Committees and requires Volunteer Members to take part of interview process to be appointed. City Council had questions about the interview process and wanted the Chair of the Board to be part of the interview. The City Council also wanted to change the interview process to include having all volunteer members be interviewed when a term ends. Mayor Gutierrez asked for a consensus on: All volunteer members will be interviewed for appointment and reappointment when there is a position open.

FOR: Interview every new applicant and volunteer member requests to be appointed or reappointed

Councilmember Davis
Councilmember Whittaker
Councilmember Dahle

AGAINST: Interview every new applicant and volunteer member requests to be appointed or reappointed

Mayor Pro-Tem Scagliola
Councilmember Heyward
Councilmember Brown

It was a three to three vote on a decision to require all applicants to be interviewed.

Mayor Gutierrez broke the tie and with a four to three vote, all applicants will be required to be interviewed. Mayor Gutierrez stated there would not be a motion to vote on Ordinance No. 22-M-20 since it will be brought back to City Council with the updates and changes.

Workshop

4. Workshop discussion on the rising printing costs and paper supply concerns for the Schertz Magazine (S. Gonzalez/L. Klepper)

Mayor Gutierrez recognized Public Affairs Director Linda Klepper who presented a PowerPoint presentation on the Schertz Magazine Update. Ms. Klepper's presentation included an overall review on Schertz Magazine's history, purpose, projected printing costs, supply chain concerns and revenues.

Schertz Magazine Cost Categories

- Design Services
- Printing Services
- Postage/Shipping
- Professional Writers/Photogs
- Advertising Revenue

Schertz Magazine Cost Breakdown

Projected FY 2021-22

- Design Services \$65,000
- Printing Services \$114,000*
- Postage/Shipping \$50,000
- Professional Writers/Photogs \$10,000

- **Total Cost:** \$239,000
- **Total Revenues (from ad sales):** (\$145,000)
- **Net Cost:** \$94,000

Discussion/Wrap Up

Change the magazine?

- RFP Option
- Is there a ceiling on cost for the magazine?
- How much is too much?
- Is there a desire to see a change in scope to cut costs?
- Frequency (bimonthly, quarterly)
- Page count – 32 pages

Or, wait and see?

We can extend our current agreement for a year and evaluate next year

- Cost increase unknown

- Paper supply is still a concern

City Council all agreed that the Schertz Magazine current concerns will need to be revisited and can be discussed at the budget meeting.

5. Discussion regarding City of Schertz process for naming of streets. (Requested by Councilmember Heyward)

Mayor Gutierrez recognized GIS Coordinator Tony McFalls who presented a PowerPoint presentation on the Street Naming Process.

Street Naming Process

- Application
- Applicant submits a proposed list of street names for review
- Guadalupe County – Road and Bridge Department
- Comal County - Comal County Engineer's Office
- Bexar County – Bexar Metro 9-1-1

Review and Approval

- USPS Address Management System guidelines
- Adhere to length requirements
- Use acceptable suffixes

- BM 911 Master Street Address Guide
- Avoid duplicate or similar road names in close proximity
- An index of street names from all three counties.

Mayor Gutierrez recognized Councilmember Heyward who asked for this item to be on the agenda. She was concerned about naming the road across I-35 Highway- (extension-the Cibolo Valley Drive) after Mr. Hal Baldwin. Councilmember Heyward suggested that this road be named in honor of Mr. Eric White, who gave generously to the Schertz Library. In regard to honoring Mr. Hal Baldwin, there are several places/events named in his honor. The City of Schertz Complex at 1400 Schertz Parkway is named the Hal Baldwin Municipal Complex, a pocket park-Crossvine, Golf Tournament, SSLGC Substation and Scholarship.

Mayor Pro-Tem Scagliola and Councilmember Davis suggested extending the name Cibolo Valley Drive to the road on the other side. The TSAC (Transportation Safety Advisory Committee) was suggested to be the board to research and recommend the name of the street to City Council for approval. Assistant City Manager Brian James stated TSAC will put this on their June agenda and bring a recommendation to City Council.

Information available in City Council Packets - NO DISCUSSION TO OCCUR

Information on Billing Process

Roll Call Confirmation

Mayor Gutierrez recognized Deputy City Sheila Edmondson who provided roll call confirmation on Agenda Items 1-3.

Requests and Announcements

- Announcements by the City Manager.

City Manager thanked the Animal Services and Police Department for hosting the Animal Services Grand Opening. It was a great success event and there were several animal adoptions.

- Requests by Mayor and Councilmembers for updates or information from staff.

Mayor Gutierrez asked that the City Council participate in the Employee Cookout and Corn-hole Tournament.

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

- Announcements by Mayor and Councilmembers

Mayor Pro-Tem attended the Scott Titterington Memorial Service

Councilmember Whittaker attended the Scott Titterington Memorial Service, and the Chamber Gold Tournament

Councilmember Dahle attended the Scott Titterington Memorial Celebration of Life, Coffee with the Chamber, Animal Services Grand Opening Event

Councilmember Heyward attended the TML Risk Pool Board Meeting, Animal Services Grand Opening Event, Chamber Golf Tournament Volunteer, Ribbon Cutting: 4 NE1 Entertainment.

Councilmember Brown attended the Scott Titterington Memorial Service, Golf Tournament

Adjournment

Mayor Gutierrez adjourned the meeting at 8:02 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, Deputy City Secretary