



**MEETING AGENDA**  
**City Council**  
**REGULAR SESSION CITY COUNCIL**  
**May 2, 2023**

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

**CITY OF SCHERTZ CORE VALUES**

**Do the right thing**

**Do the best you can**

**Treat others the way you want to be treated**

**Work cooperatively as a team**

**AGENDA**  
**TUESDAY, MAY 2, 2023 at 6:00 p.m.**

**Call to Order**

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

**Employee Introductions**

- Planning: Ameriz Gamez, Planner; Daisy Marquez, Planner
- Public Works: Water/Wastewater: Anthony Jimenez, W-Worker II;
- EMS: Kylee Cottenden-Paramedic; Richard Davis-Paramedic; Jimi Clary-Paramedic(Part-time); Jennifer Villarreal-Paramedic(Part-Time)
- Fire: Joshua Tannert-Firefighter
- Parks: Daniel Delong-Parks Maintenance Technician; Jeremy Jacoway-Park Maintenance Technician;
- Utility Billing: Samantha Strong-Utility Billing

**Proclamations**

- Building Safety Month-Councilmember Watson
- Community Action Month-Councilmember Whittaker
- National Preservation Month-Councilmember Dahle
- International Firefighters Day May 4, 2023-Councilmember Scagliola
- National Small Business Week (April 30-May 6, 2023)-Mayor Pro-Tem Brown
- Municipal Clerk's Week (April 30-May 6, 2023)-Councilmember Heyward

## City Events and Announcements

- Announcements of upcoming City Events (B. James/S. Gonzalez)
- Announcements and recognitions by the City Manager (S. Williams)
- Announcements and recognitions by the Mayor (R. Gutierrez)

## 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.***

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

## Consent Agenda Items

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

1. **Resolution 23-R-38** - Consideration and/or action by the City Council of the City of Schertz, TX approving a Resolution authorizing the Schertz Housing Authority to submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Project Based Voucher funds under Title V of the Quality Housing and Work Responsibility act of 1998, as amended, to undertake a project known as 1518 Apartments for the purpose or providing affordable housing. (S. Williams/B. James)

## Discussion and Action Items

2. **Ordinance 23-M-11** - Consideration and/or action by the City Council of the City of Schertz, TX on amending Ordinance 15-M-32, Section 1. Time and Place of Regular Council Meetings, Section 2-2(a) of the Code of Ordinances to be hereby amended to read "(a) Regular meetings of the City Council shall be held on the **first and third Tuesdays of each month**, provided that the City Council by motion or resolution or the City Manager in consultation with the Mayor may cancel any such regular meeting due to conflicting events or meetings or lack of need for a meeting so long as at least one regular meeting of City Council is conducted each month." (**First Reading**) (S. Williams)

## Closed Session

3. The City Council will meet in Closed Session in accordance with Section 551.071 of the Texas Government Code to receive legal advice from its attorneys regarding the following litigation:

- Green Valley Special Utility District v. City of Schertz, Texas, et al, Cause No. 1:17-cv-00819 in the United States District Court, Western District of Texas, Austin Division;
- Cause No. D-1-GN-18-000535, Green Valley Special Utility District v. Public Utility Commission of Texas, et al., 419th Judicial District Court of Travis County, Texas; and PUC Docket No. 45956, Application of the City of Schertz for Single Certification in Incorporated Area and to Decertify Portions of Green Valley SUD’s Sewer CCN in Guadalupe County ((i) and (ii) collectively referred to as the “CCN Litigation”)

### **Reconvene into Regular Session**

4. Take any action based on discussion held in Closed Session under Agenda Item #3.

### **Information available in City Council Packets - NO DISCUSSION TO OCCUR**

5. **Monthly Update** - FY 2022-23 Approved Expanded Programs (S. Williams/S. Gonzalez)

6. **Monthly Update** - Major Projects In Progress/CIP (B. James/K. Woodlee)

### **Requests and Announcements**

- Requests by Mayor and Councilmembers for updates or information from Staff
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
- Announcements by Mayor and Councilmembers
  - City and Community Events attended and to be attended
  - City Council Committee and Liaison Assignments (see assignments below)
  - Continuing Education Events attended and to be attended
  - Recognition of actions by City Employees
  - Recognition of actions by Community Volunteers

### **Adjournment**

#### **CERTIFICATION**

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 28th DAY OF APRIL 2023 AT 5:00 PM, WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT

CODE.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

TITLE: \_\_\_\_\_

*This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.*

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

<p><b>Mayor Gutierrez</b>  Audit Committee  Board of Adjustments  Investment Advisory Committee  Main Street Committee</p>	<p><b>Councilmember Davis– Place 1</b>  Interview Committee for Boards and Commissions  Main Street Committee - Chair  Parks &amp; Recreation Advisory Board  Schertz Housing Authority Board  Transportation Safety Advisory Commission  TIRZ II Board</p>
<p><b>Councilmember Watson– Place 2</b>  Audit Committee  Library Advisory Board  Senior Center Advisory Board  Cibolo Valley Local Government Corporation-Alternate</p>	<p><b>Councilmember Whittaker – Place 3</b>  Historical Preservation Committee  Interview Committee for Boards and Commissions  TIRZ II Board</p>
<p><b>Councilmember Dahle – Place 4</b>  Cibolo Valley Local Government Corporation  Interview Committee for Boards and Commissions  Planning &amp; Zoning Commission  TIRZ II Board</p>	<p><b>Councilmember Scagliola – Place 5</b>  Animal Advisory Commission - Alternate  Hal Baldwin Scholarship Committee  Schertz-Seguin Local Government Corporation</p>
<p><b>Councilmember Heyward – Place 6</b>  Animal Advisory Commission  Audit Committee  Building and Standards Commission  Economic Development Corporation - Alternate  Investment Advisory Committee  Main Street Committee  Interview Committee for Boards and Commissions-Alternate  Senior Center Advisory Board-Alternate</p>	<p><b>Councilmember Brown – Place 7</b>  Economic Development Corporation  Main Street Committee  Schertz-Seguin Local Government Corporation - Alternate</p>



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** May 2, 2023

**Department:** Executive Team

**Subject:** Resolution 23-R-38 - Consideration and/or action by the City Council of the City of Schertz, TX approving a Resolution authorizing the Schertz Housing Authority to submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Project Based Voucher funds under Title V of the Quality Housing and Work Responsibility act of 1998, as amended, to undertake a project known as 1518 Apartments for the purpose or providing affordable housing. (S. Williams/B. James)

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**BACKGROUND**

The developer the 1518 Apartments that are currency in for site plan and plat approval, is partnering with the Schertz Housing Authority on the development of an affordable apartment complex. That partnership came about as a result of direction from City Council in January of 2022 when the developer of the project, the NRP Group approached the City about creating a Housing Finance Corporation or a Public Facilities Corporation.

The resolution authorizes the Schertz Housing Authority to submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Project Based Voucher funds under Title V of the Quality Housing and Work Responsibility Act of 1998, as amended, to undertake the fm 1518 Apartment Project.

The City of Schertz is being asked for this approval as the project is located within the city limits of Schertz.

**GOAL**

Work in partnerhsip with the the Schertz Housing Authority to provide quality affordable housing in the community.

**COMMUNITY BENEFIT**

Development of this project would increase the supply of quality affordable housing in the community.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 23-R-38 authorizing the Schertz Housing Authority to submit a request to HUD to release project based voucher funds for the proposed FM 1518 Apartments.

**RECOMMENDATION**

Approval of Resolution 23-R-38.

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**Attachments**

Res 23 R 38

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**RESOLUTION NO. 23-R-38**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING RESOLUTION AUTHORIZING THE SCHERTZ HOUSING AUTHORITY TO SUBMIT A REQUEST TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE RELEASE OF PROJECT BASED VOUCHER FUNDS UNDER TITLE V OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998, AS AMENDED, TO UNDERTAKE A PROJECT KNOWN AS 1518 APARTMENTS FOR THE PURPOSE OR PROVIDING AFFORDABLE HOUSING.**

**WHEREAS**, the NRP Group is seeking to develop an affordable apartment complex within the City of Schertz; and

**WHEREAS**, the NRP Group is partnering with the Schertz Housing Authority that has a public facilities corporation; and

**WHEREAS**, the City Council of the City of Schertz is being asked to authorize the Schertz Housing Authority to submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Project Based Voucher funds under Title V of the Quality Housing and Work Responsibility Act of 1998, as amended, to undertake a project known as 1518 Apartments for the purpose of providing affordable housing; and

**WHEREAS**, notice of findings of no significant impact and notice of intent to request release of funds has been published; and

**WHEREAS**, the City Council of the City of Schertz seeks to support the provision for quality affordable housing.

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

Section 1. The City Council hereby authorizes authorize the Schertz Housing Authority to submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Project Based Voucher funds under Title V of the Quality Housing and Work Responsibility Act of 1998, as amended, to undertake a project known as 1518 Apartments for the purpose of providing affordable housing.

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

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

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

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

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF SCHERTZ, TEXAS

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Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** May 2, 2023

**Department:** City Manager/City Secretary

**Subject:** Ordinance 23-M-11 - Consideration and/or action by the City Council of the City of Schertz, TX on amending Ordinance 15-M-32, Section 1. Time and Place of Regular Council Meetings, Section 2-2(a) of the Code of Ordinances to be hereby amended to read "(a) Regular meetings of the City Council shall be held on the first and third Tuesdays of each month, provided that the City Council by motion or resolution or the City Manager in consultation with the Mayor may cancel any such regular meeting due to conflicting events or meetings or lack of need for a meeting so long as at least one regular meeting of City Council is conducted each month." (*First Reading*) (S. Williams)

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**BACKGROUND**

The City Manager and City Secretary are recommending to hold the meetings on the first and third Tuesdays of each month based on the volume of agenda items and other business transacted at Council meetings.

Section 4.09(c) of the City Charter of the City of Schertz, Texas provides that the City Council shall meet at least once each month at a time and place prescribed by Ordinance. Section 2-2 of the Code of Ordinances establishes the time and place for Council meetings. The City Council over the years has amended this section, most recently in 2015, when they approved Ordinance 15-M-32 that established that meetings are set on the first, second, and fourth Tuesdays of each month.

City staff will provide notice of the change of meeting dates on the front page of the City's website and through notice in the Schertz Magazine and other media outlets the City of Schertz utilizes.

**GOAL**

Modify the number of City Council meeting occurrences from three times per month to two times per month.

**COMMUNITY BENEFIT**

The City Manager and City Secretary are recommending to hold the meetings on the first and third Tuesdays of each month based on the volume of agenda items and other business transacted at Council meetings.

**SUMMARY OF RECOMMENDED ACTION**

Consideration and/or action to amend Ordinance 15-M-32, Section 1. Time and Place of Regular Council Meetings, Section 2-2(a) of the Code of Ordinances to be hereby amended to read "(a) Regular meetings of the City Council shall be held on the **first and third Tuesdays of each month**, provided that the City Council by motion or resolution or the City Manager in consultation with the Mayor may cancel any such regular meeting due to conflicting events or meetings or lack of need for a meeting so long as at least one regular meeting of City Council is conducted each month."

**RECOMMENDATION**

Staff recommends Council approving Ordinance No. 23-M-11.

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**Attachments**

Ordinance 23-M-11

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## **ORDINANCE NO. 23-M-11**

**AN ORDINANCE AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES ESTABLISHING THE DATES OF CITY COUNCIL MEETINGS; PROVIDING AN EFFECTIVE DATE; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE.**

**WHEREAS**, Section 4.09(a) of the City Charter of the City of Schertz, Texas (the “City”) provides in part that the “City Council shall meet at least once each month at a time and place prescribed by ordinance”; and

**WHEREAS**, Section 2-2(a) of the City’s Code of Ordinances sets the days, times, and places of regular meetings of the City Council; and

**WHEREAS**, City Council hereby finds and determines that it is appropriate to change the dates of regular meetings of the City Council.

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

Section 1. Time and Place of Regular Council Meetings, Section 2-2(a) of the Code of Ordinances is hereby amended to read as follows:

“(a) Regular meetings of the City Council shall be held on the first and third Tuesdays of each month, provided that the City Council by motion or resolution or the City Manager in consultation with the Mayor may cancel any such regular meeting due to conflicting events or meetings or lack of need for a meeting so long as at least one regular meeting of City Council is conducted each month. Regular meetings of the City Council shall commence at 6:00 PM. Regular meetings of the City Council shall be held at the City Council Chambers, 1400 Schertz Parkway in the City of Schertz, provided that from time to time a regular meeting of the City Council may be conducted at a different time and/or at another location in the City of Schertz as designed by posted written notice of the City Secretary.”

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

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

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

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be

valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective June 1, 2023 and upon any publication required by law.

PASSED ON FIRST READING, the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF SCHERTZ, TEXAS

\_\_\_\_\_  
Ralph Gutierrez, Mayor

ATTEST:

\_\_\_\_\_  
Sheila Edmondson, City Secretary

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** May 2, 2023  
**Department:** Executive Team  
**Subject:** Monthly Update - FY 2022-23 Approved Expanded Programs (S. Williams/S. Gonzalez)

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**BACKGROUND**

City staff has provided the attached update.

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**Attachments**

May 2023 Expanded Program Update

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**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** May 2, 2023

**Department:** City Manager

**Subject:** FY 2022-23 Expanded Program Budget Update – May 2023

**Background**

City Staff held a Council Workshop on October 21, 2022. At this workshop staff committed to providing monthly updates to Council on the expanded programs and personnel that were approved as part of the FY 2022-23 budget. If Council desires more information on any item, please reach out to staff and that information will be provided.

Note: Completed programs reflected in green.

Fire

- 3 Firefighters – Complete – Proposed start date 2/13/23 for all 3 positions and on shift 3/11/23.
- Fire Inspector – In process – Aspire to have position filled mid-May to early June
- Public Safety Radios – In process – radios have been quoted with updated information based on upgrades to radio system

Engineering

- Engineer Inspector – Complete – Position started December 2022
- Engineer – Interview held and offer extended; candidate declined; plan to repost
- Water/Sewer Gems software – No update since last month – Software will be purchased in concert with water and wastewater model training to be provided by LAN (master plan consultant); IT is working with vendor on pricing and demo of software

IT

- GIS Specialist – Complete – Position started 1/17/23
- Internet Upgrades – Complete – IT has verified improved bandwidth
- Fiber Upgrades – Complete – Fiber from Hal Baldwin Complex to Library completed; awaiting certification from vendor
- Office 365 training – Complete – Program presented to team; staff has begun issuing account credentials to departments upon request
- Public Safety Technician – Screening tests have been issued to potential applicants; interview process has started
- Security Cameras at Public Safety Buildings – PD has approved count and location of cameras; equipment is on order (estimated delivery April/May)
- Hard drive shredder – No update since last month – Identified several options; negotiated a shared location with EMS in Bldg. #6

## Parks

- Recreation Coordinator – Complete – Position started December 2022
- 3 Parks Maintenance Technicians – Complete
- Trail Funding – No update since last month – TxDOT determined the Dietz Creek Trail was not applicable for funding for the current programs available. City staff will submit the project in the MPO funding call in May.

## Planning & Community Development

- Plans Examiner – Complete – Position started 10/2022 (from promotion of a Building Inspector). Building Inspector position has been backfilled with a Neighborhood Services Officer
- Permit Tech – Complete – Position started 1/4/23
- Neighborhood Services Officer – Complete – position started December 2022
- Cibolo Creek Clean-Up – Complete - the Cibolo Creek Clean Up occurred on December 16, 2022 and was completed by 44 staff members from several different departments including City Management, P&CD, Fire, EDC, Engineering, Public Works, and Utility Billing. Staff successfully collected and properly disposed of 4 truck beds full of trash. This staff completed clean up focused on the portion of Cibolo Creek from the Cibolo Creek Trail Head along the primitive trail all the way to the bridge near E Aviation Blvd.; Update – a public volunteer clean up was held on 2/25/23; this clean up focus area was on the creek North of the FM 78 bridge adjacent to the City of Schertz Palm Park

## Police

- 2 School Resource Officers – Complete – Positions started October and November 2022
- Records Specialist – Complete – Position started November 2022
- Traffic Officer – Complete
- Cellebrite system – Complete
- RMS Replacement – No update since last month – RFP posted on city website and closes 5/23/23
- Replace body armor for SWAT team – No update since last month – Bids in queue and being reviewed for ballistic protection
- Breaching tools and shields – No update since last month – Shields have arrived; breaching tools on back order until the end of April
- Additional job advertisements and hiring incentives – No update to provide at time of report (funding is in HR budget)

## Public Works

- 600-gallon Emulsion Tank – Complete – Approved for purchase (22-R-100 on September 13<sup>th</sup>)
- Skid steer with mulch head – Complete – Approved for purchase (22-R-117 on October 25<sup>th</sup>)
- Parts Clerk – Complete – Position started 1/17/23
- Building 27 Parking Lot – No update since last month – Parking lot design was finalized with Building 27 Project; site plan has been submitted based on current design; creating PO to move forward with the replat to include a storage area for 27 Commercial Place
- SPAM Funding – No update since last month – Staff is currently working on finalizing scope for identified projects and anticipate work will be completed this FY

- Manager+ Upgrade – No updates since last month (still under review) – Public Works, IT, Purchasing, and Finance are coordinating on a demo of the software to ensure all required features are available; demos are being scheduled with other vendors to explore software options compatible with more departments needs
- Mobile bypass pump – No updates since last month – Staff is waiting on updated pricing from vendors based on identified specifications
- Noise mitigation tiles for Library – No update since last month – Facilities staff working on finding a vendor to meet project requirements

#### Library

- 2 10-hour positions to 2 20-hour positions – Complete
- Hotspot Program – Complete – 11 hotspots are in circulation
- Library Materials – Complete – Vox books are currently being cataloged and processed; first delivery of Wonderbooks has arrived and is being processed, remaining Wonderbooks will arrive quarterly through a standing order plan; all purchased books are in circulation and remaining purchases in this FY are on a standing order plan
- PT Programming Specialist – Job posted again – interviews scheduled in May
- Increase cleaning contract for emergency cleanings – No change since last month – discussion with Facilities about emergency cleaning; they are working on procedures

#### Public Affairs

- Event Attendant – Complete - Position started October 2022

#### EMS

- 8 Paramedics/EMTs – Completed – Will be fully staffed on 3/27/23
- Mental health canine – No change since last month – have sent a draft policy to HR for review

#### Purchasing

- eProcurement Software – Final demonstration is scheduled for 4/25/23

#### Utility Billing

- Utility bill text messaging service – Complete – First round of texts went out December 2022; staff has successfully started late notice checks and is working with vendor to get bill notifications ready

**CITY COUNCIL MEMORANDUM**

**City Council Meeting: May 2, 2023**

**Department: Engineering**

**Subject: Monthly Update - Major Projects In Progress/CIP (B. James/K. Woodlee)**

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**Attachments**

May 2023 Major Project Update

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## CITY COUNCIL MEMORANDUM

**City Council Meeting:** May 2, 2023  
**Department:** City Manager  
**Subject:** Update on Major Projects in Progress

### Background

This is the monthly update on large projects that are in progress or in the planning process. This update is being provided so Council will be up to date on the progress of these large projects. If Council desires more information on any project or on projects not on this list, please reach out to staff and that information will be provided.

### Facilities Projects:

#### 1. Borgfeld Facility Renovation Project

- Project Status: Scope development phase - Demo of existing drywall, insulation, HVAC system and water heater.
- Projected Completion: Unknown.
- Project Update: No change from last update. Project is on hold at this time. Project consists of renovating approximately 1600 SF of office space. This will be primarily done in house by the Facilities Team. Holes in metal siding and roofing have been sealed to keep out wildlife. New door has been installed leading to old kennel area to keep out wildlife.

#### 2. Building 10 Parks Renovation

- Project Status: Design phase
- Projected Completion: Unknown
- Estimated Cost: \$250,000
- Project Update: M&S Engineering is working on the additional scope of work to include the bay area of the building.

#### 3. Kramer House Deck Replacement

- Project Status: Partially complete.
- Previously Projected Completion: Fall 2022
- Estimated Cost: Estimated \$85,000 - \$100,000
- Project Update: All surface decking was replaced with additional minor structural repairs that were done in house by the Facilities team at a cost of less than \$8,000. Items still pending include painting of deck boards, shrub removal, landscaping, and adding steps. Staff has selected to contract with Supreme Remodeling to add stairs to the front of the building and painting the deck boards. Landscaping will take place after the deck remodel is complete.

#### **4. Fleet Building Parking Lot**

- Project Status: Permit phase
- Consultant: M&S Engineering
- Contractor: To Be Determined
- Project Completion: 2023
- Project Update: Site Plan Certification for project in process. A proposal is under review for professional services relating to the replat of the subdivision, as four lots are currently being used as one purpose.

#### **Drainage Projects:**

##### **1. FM 78 South Channel Silt Removal**

- Project Status: Bidding
- Design Engineer: Unintech Consulting Engineers, Inc.
- Project Start: September 2022
- Project Cost: \$32,100 (Design) + \$4,600 Drainage Report
- Estimated Construction Costs: \$255,855 base bid (+\$136,104 Alt 1, +\$56,500 Alt 2)
- Project Update: The construction documents are completed. A pre-bid conference was held on April 13th, and the project was put out to bid on May 11, 2023.

#### **Water and Wastewater Projects:**

##### **1. Woman Hollering Creek Wastewater Interceptor Main and Lift Station**

- Project Status: Construction
- Construction Contractor: Thalle Construction Co., Inc.
- Construction Management: AG|CM
- Design Engineer: Cobb, Fendley & Associates, Inc.
- Construction Start: January 2022
- Estimated Cost of Construction (including construction and ancillary contracts): \$12 million
- Project Update: Installation of the 30-inch gravity pipe and manholes is approximately 80 percent complete. The lift station wet well and storage well are under construction and installation of electrical conduit at the lift station site has begun.

## Woman Hollering Creek Wastewater Project:



Placement of 30” carrier pipe into 48” steel casing crossing Woman Hollering Creek



Electrical conduit installation at lift station site

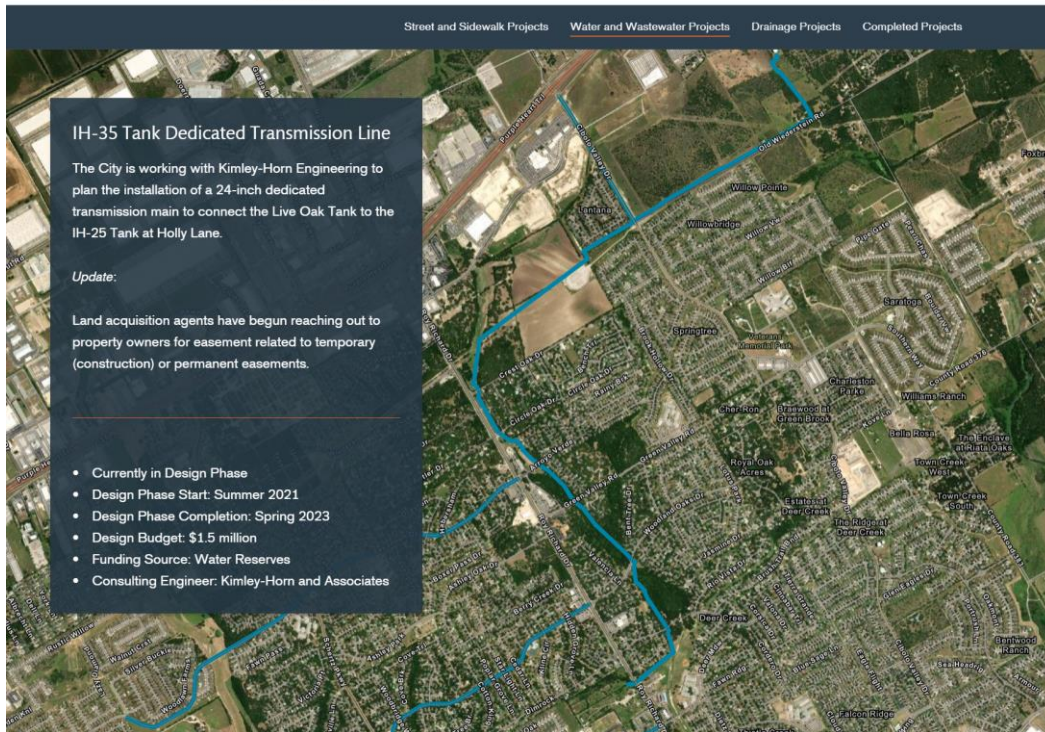
- Issues:

- (No update since last report.) The contractor continues to track delayed delivery of electrical components for the lift station which may impact the completion date of the project. Completion was initially scheduled for February 2023 however, material and equipment delays are causing the date to shift by several months – possibly to August 2023. Staff and the Contractor are investigating the feasibility of possible methods to be able to operate the lift station prior to final installation of complete electrical and control equipment installation.

## 2. 24” Dedicated Transmission Main Design Phase II

Overall project intent is the construction of a 24” dedicated water transmission main to connect the Live Oak water storage facility to the IH 35 storage tank. Phase 1 (route study) was completed in March 2021. Phase 2 (construction design) is nearing completion.

- Project Status: Design Phase – moving into Easement Acquisition Phase
- Consultant: Kimley-Horn & Associates
- Design Project Start Date: June 1, 2021
- Phase 2 Project Completion Date: Spring 2023
- Project Cost (Phase 2 Design): \$1,508,875.50 (Easement Acquisition): \$900,000



- Project Update: The final route of the Dedicated Transmission Main can be seen on the City web site CIP Map. 100% design was received in April and is in review by Staff. The IH-35 Tank will require a test shut-down for this project and Public Works will monitor pressures throughout the system during the test shut-down. Easement acquisition has been authorized by Council and initiated. Land acquisition agents continue to reach out to property owners for easement related to temporary (construction) and permanent easements. Meetings have been held and others are scheduled with HOA representatives (Greenshire and Arroyo Verde) to discuss the needed easements and impacts to the property. Several property owners have agreed to the initial offer letters.

### 3. Riata Lift Station Relocation (Design Phase)

Overall project intent is to relocate the Riata Lift Station ahead of TxDOT's IH-35 NEX Project to remove it from conflict with the proposed improvements. The design phase will identify a new site for the lift station, design the new lift station, and design the abandonment of the existing lift station.

- Project Status: Design Phase
- Consultant: Utility Engineering Group, PLLC (UEG)
- Design Project Start Date: August 2020
- Expected Design Project Completion Date: Summer 2023
- Total Project Cost (Design Phase): \$129,795 (NTE \$143,000)
- Estimated Construction Cost: \$2,388,705
- Estimated Property Acquisition: \$300,000
- Project Update: Council approved the Standard Utility Agreement (SUA) with TxDOT. Site and easement acquisition has been authorized by Council and is planned to be

finalized in May. After any necessary platting and permitting, the project will move to bidding and construction.

#### **4. FM 1518 Utility Relocations**

Overall project intent is to relocate the water and sewer utilities to avoid conflicts as part of the TxDOT FM 1518 Project. The current contract is for the design services of the project.

- Project Status: Design Phase
- Consultant: Halff Associates
- Design Project Start Date: June 2021
- Expected Design Project Completion Date: Spring 2023
- Total Project Cost (Design Only): \$548,370 (NTE \$600,000)
- Project Update: Halff is completing the easement acquisition for the 16” water line proposed across Aztec Lane. The joint bid design is pending final review by TxDOT. The latest update from TxDOT is that they are planning for a July 2023 letting date. A Standard Utility Agreement is being completed for reimbursement of a 10” sewer line that is currently located within an easement.

#### **5. Corbett Ground Storage Tank**

Overall project intent is the construction of a 3.0 Million Gallon ground storage tank for filling the Corbett Elevated Storage Tank, the East Live Oak Elevated Storage Tank, plus additional storage.

- Project Status: Contract Phase
- Consultant: Unintech Consulting Engineers, Inc. (previously Ford Engineering)
- Construction Start Date: Original date January 7, 2023 (approx.). Project is delayed due to federal regulation uncertainty related to grant funding requirements – see update below.
- Expected Project Completion Date: 550 calendar days after construction begins
- Total Design Cost: Design \$466,265.00
- Total Construction Cost: \$7,028,017.00
- Project Update: The EPA communicated that a requirement of the federal funding includes adherence to American Iron and Steel (AIS) provisions and the Buy American, Build American (BABA) Act. Because this project was commenced prior to the City’s knowledge of those conditions, the project is eligible for a Public Interest Waiver of those requirements. Requests for the waivers were submitted on April 25. It is anticipated that the review by the EPA and the US Office of Management and Budget of those requests will take 30 to 45 days. Staff continues to await a response to application for a categorical exemption of the project by the EPA (request was submitted December 23, 2022).

### **Street Projects:**

#### **1. Tri-County Parkway Reconstruction Project**

- Project Status: Construction
- Consultant: Halff Associates
- Construction Start: Spring 2022
- Cost of Construction: \$4,900,000
- Project Update: The project is almost fully complete. The contractor is completing a few minor items – backfilling, hydroseeding, and other clean-up and project end items.

## **2. Main Street Improvements Project**

- Project Status: Design
- Consultant: Kimley-Horn Associates
- Project Update: Staff is reviewing the 70% project plans. Utility coordination efforts are on-going. GVEC has provided a draft utility relocation agreement with cost information. Staff is reviewing the agreement and costs and expects to bring the agreement to Council for approval in late May.

## **3. Schertz Parkway/Lookout Road Signalization**

- Project Status: Design
- Consultant: Halff Associates
- Current Estimated Construction Cost: \$300,000 (\$100,000 of which will come from Selma)
- Project Status: Final plans are nearly complete. The plans will be completed once the proposed widening at the intersection has been identified. The proposed widening will dictate where the signal poles will be located. All other comments on the plans have been addressed by the consultant.

## **4. Lookout Road Reconstruction**

- Project Status: Design
- Consultant: Halff Associates
- Current Estimated Construction Cost: \$6 million
- Project Update: Staff has coordinated with the City of Selma and they agree with the proposed scope increase (intersection widening) that was reported last month. The consultant prepared a revised cost estimate for the project based on adding the intersection widening and completing the missing sidewalk segments. As the design began on the two scope increases, addition of sidewalk triggered the need for retaining wall construction and additional utility relocations. Construction prices also continue to increase. As a result, the estimated project cost has increased significantly. On April 27<sup>th</sup>, Staff presented a summary of the increased cost to the EDC Board. Based on the Board's direction, the project will proceed accordingly.

## **Parks & Recreation Projects:**

### **1. Wendy Swan Memorial Park Splashpad**

- Project Status: Under Construction
- Construction Start Date: September 29, 2022
- Construction Contractor: T.F. Harper & Associates
- Estimated Project Completion: March 2023
- Project Cost: \$297,350.09
- Project Status: Demolition of pool has been completed and new slab has been poured with integrated plumbing for splashpad features. Water play features have been installed and plumbing and electrical work are on-going to connect the controllers to the water play features. The pump equipment foundation was poured, and the equipment enclosure is complete. The splashpad surface paint is completed and there was an error with the logo template, so a new one is being created; still pending scheduling. Training for the

controllers is pending scheduling. A new swing with integrated shade is going to be added to the park and restroom renovations are still on-going.

## **2. Schertz Soccer Complex Irrigation Water Storage Project**

- Project Status: Phase I Under Construction, Phase II pending schedule
- Construction Start Date: October 2022
- Construction Management: City staff
- Construction Contractor: various subcontractors
- Estimated Project Completion: March 2023
- Project Estimated Cost: \$107,036.90
- Project Status: Original single bid received over the summer was rejected due to being significantly higher than engineer's estimate. Project was phased out into various subspecialties and is being managed by city staff to contract individual subcontractors. Phase I included demolition of existing fence and placing of temporary fencing. Phase II was electrical work to bring panel up to code and add capacity for larger pumps and is completed. Phase III is replacing the well pump and piping and bids have been received and the work is being scheduled. No change since the last update.

### **TxDOT Roadway Projects:**

- 1. FM 1103 Improvement Project:** The project has been officially under construction since November 2022. Anticipated completion of the project that runs from IH 35 to Rodeo Way in Cibolo is currently fall of 2026. Project updates are available by signing up at this link: [FM 1103 Construction Newsletter](#)
- 2. FM 1518 Improvement Project:** No change from last update. TxDOT is finalizing Plans, Specs, and Estimates (PS&E) for the project. The scheduled let date for the project remains July 2023. Acquisition of needed right of way from JBSA appears to be proceeding positively so that full build out can be completed without the need for an interim solution along that stretch of roadway.
- 3. IH-35 NEX (I-410 South to FM 1103):** The central segment of the I-35 Northeast Expansion project continues with Alamo NEX Construction handling the design-build project. The central section runs from 410 N to FM 3009.

Utility coordination work for the northern segment of the project is also underway. TxDOT consultants have met with Public Works and Engineering Staff to begin establishing relocation needs. The City will be reimbursed for costs of all needed relocations except for any upsizing or improvements above current conditions.

Updates about the project can be obtained by signing up at the following link: [I 35 NEX Project Updates](#)

- 4. IH-10 Graytown Road to Guadalupe County Line:** Work for the widening of the main lanes and utility relocations continues. Work on the FM 1518 bridge over IH 10 continues and will involve numerous episodes of the rerouting of traffic including shifting lanes and detours as necessary. Final completion of the bridge including turnarounds and full signalization is expected in summer 2023.

Updates regarding the IH 10 project are available by signing up at the following link: [IH 10 Expansion Information](#)

**Note: If links do not work, please contact [engineering@schertz.com](mailto:engineering@schertz.com).**

### **Studies and Plans:**

#### **1. Water and Wastewater Master Plan Update and Impact Fee Study**

- Project Status: Study
- Consultant: Lockwood, Andrews, and Newnam, Inc.
- Project Start Date: December 2019
- Project Completion Date: TBD 2023
- Total Project Cost: \$467,280 (NTE \$500,000)
- Project Update: LAN is making revisions to the wastewater Capital Improvement Plan based on updated information provided by Staff due to changing patterns of development judged to be significant. Once complete, the Capital Improvement Plans will be submitted for final review.

#### **2. Stormwater Control Inventory and City Operations Assessment**

The work of this project is an action included in the City's Stormwater Management Plan (Plan). The Plan is the blueprint of activities needed to comply with the City's Texas Commission on Environmental Quality (TCEQ) Texas Pollutant Discharge Elimination System (TPDES) General Permit required by virtue of the City's classification as Municipal Separate Storm Sewer System (MS4).

This project specifically consists of development of an inventory of City facility stormwater controls and an assessment of city operations as related to stormwater control and quality.

- Project Status: Study
- Consultant: Utility Engineering Group, PLLC
- Project Start Date: July 2020
- Project Completion Date: Summer 2023
- Total Project Cost: \$35,000
- Project Update: No change from last project update. Consultant and City staff have visited City sites for information collection. Consultant has submitted a final draft from the compiled information and Inventory Assessment is under review by staff.

#### **3. PCI Data Collection Study**

- Project Status: Nearly fully complete
- Consultant: Fugro, Inc.
- Project Cost: \$123,200
- Project Update: No change since last update. The revised PAVER data file has been received. Staff is working with IT to get the revised file uploaded so the data can be used. The new PCI data will be used to identify future resurfacing projects and to update the streets CIP.

## **Planning and Community Development Projects:**

### **1. Comprehensive Land Use Plan Update**

The new Comprehensive Land Use Plan is underway. Planning staff, with the help of GIS has been providing Freese and Nichols with maps and data. The first Comprehensive Plan Advisory Committee is tentatively scheduled for the end of May. This meeting will be an introduction for Freese and Nichols, as well as a presentation on existing conditions, issues, and big ideas. More details on the meeting will follow as they develop.

## **Information Technologies Projects**

### **1. Master Communications Plan Citywide Network Upgrade**

Council has approved the IH-35 tower modifications and the required trenching at Nacogdoches. Vendor is aware and will schedule construction as soon as possible. Supply chain issues continue to affect final deployment. Final completion is expected to be mid to late spring 2023.

### **2. Council Chambers AV Upgrade**

Work began December 16th. The new Dias countertop with 11 seats has been installed as of March 27th. Council meetings have resumed in the Council chambers with temporary microphones until the new ones arrive. Minor alterations to the project to accommodate the use of the facility by Court were approved by Council.