



**MEETING AGENDA  
City Council  
REGULAR SESSION CITY COUNCIL  
January 21, 2025**

**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, JANUARY 21, 2025 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 Tim Brown)**

**Proclamations**

**School Board Recognition Month (Councilmember Westbrook)**

**Presentations**

**Presentation of the FY 23-24 Parks & Recreation Annual Report (S.Gonzalez/L.Shrum)**

**Discussion and consideration of forthcoming financing of Schertz/Seguin Local  
Corporation Bond Issuance (S.Gonzalez/J.Walters)**

## 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.*

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

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

## Consent Agenda Items

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

1. **Minutes** - Approval of the minutes from the Council Workshop Meeting and regular Council Meeting on January 7, 2025 (S.Edmondson/S.Courney)
2. **Appointments, Re-appointments, and Resignations** - City of Schertz Boards, Commissions and Committees

### Resignations

- EDC-Henry Hayes

3. **Resolution 25-R-007-** Authorizing the Schertz Police Department to apply for a Bullet-Resistant Shield Grant (J.Lowery)



4. **Resolution 25-R-001**- Authorizing the Schertz Police Department to apply for a Rifle-Resistant Body Armor Grant through the Office of the Governor for the Fiscal Year 2026 (J.Lowery)
5. **Resolution 25-R-012** - Authorizing the Schertz Police Department to apply for the FY 2026 Project Safe Neighborhood Grant Program (J.Lowery)

#### **Discussion and Action Items**

6. **Ordinance 25-S-004** - Consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs. (B.James/L.Wood/E.Delgado)
7. **Resolution 25-R-005** - Approving a Utility Service Extension Request for the Woman Hollering Townhomes (B.James/K.Woodlee)

#### **Closed Session**

8. The City Council will meet in closed session in accordance with Texas Government Code Section 551.071 to consult with legal counsel regarding the City's legal rights and obligations within its certificated utility service areas lying in its extraterritorial jurisdiction.

#### **Reconvene into Regular Session**

9. Take any action based on discussion held in Closed Session under Agenda Item #8.

#### **Workshop**

10. Workshop Discussion on the Integration of Space Force into Veterans Memorial Plaza (S.Gonzalez/L.Shrum)
11. January 2025 Quarterly Streets Update

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

**Requests and Announcements**

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

**Adjournment**

**CERTIFICATION**

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 16TH DAY OF JANUARY 2025 AT 12:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

**I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

**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**

<b>Mayor Gutierrez</b> Member Audit Committee Investment Advisory Committee Main Street Committee  Liaison Board of Adjustments Senior Center Advisory Board-Alternate	<b>Councilmember Davis– Place 1</b> Member Interview Committee Main Street Committee - Chair TIRZ II Board  Liaison Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Board
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<p><b>Councilmember Watson-Place 2</b> Member Audit Committee</p> <p>Liaison Library Advisory Board Senior Center Advisory Board Cibolo Valley Local Government Corporation-Ex-Officio</p>	<p><b>Councilmember Macaluso – Place 3</b> Member Interview Committee Hal Baldwin Scholarship Committee</p> <p>Liaison TIRZ II Board Animal Services Advisory Committee</p>
<p><b>Councilmember – Place 4</b></p>	<p><b>Councilmember Westbrook – Place 5</b> Liaison Schertz-Seguin Local Government Corporation (SSLGC) Planning and Zoning Commission Schertz Historical Preservation Society Cibolo Valley Local Government Corporation (CVLGC)-Alternate</p>
<p><b>Councilmember Heyward – Place 6</b> Member Animal Services Advisory Committee Audit Committee Interview Committee-Chair Investment Advisory Committee Main Street Committee</p> <p>Liaison Building and Standards Commission Economic Development Corporation - Alternate Senior Center Advisory Board</p>	<p><b>Councilmember Brown – Place 7</b> Member Main Street Committee Schertz-Seguin Local Government Corporation (SSLGC)</p> <p>Liaison Economic Development Corporation</p>

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** City Secretary  
**Subject:** School Board Recognition Month (Councilmember Westbrook)

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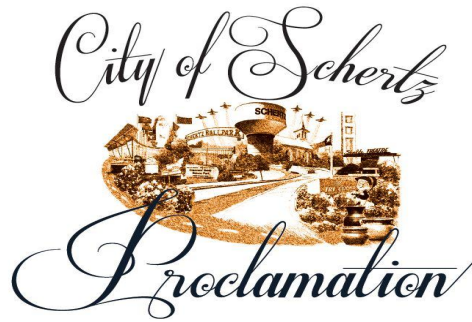
**BACKGROUND**

**School Officials:**

- **SCUCISD-** President Ed Finley, Board Vice President Letticia Sever, Board Secretary Belinda Evans, Board Assistant Secretary Amy M. Thomas, Board Trustee Margaret A.Carlin
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**Attachments**

School Board Recognition Month 2025



## School Board Recognition Month 2025

**WHEREAS**, in the month of January 2025, East Central Independent, Judson Independent, Randolph Field Independent, Founders Academy and Schertz-Cibolo-Universal City Independent School Districts in the City of Schertz, will celebrate **School Board Recognition Month**, to recognize the dedication and hard work of school board trustee members; and

**WHEREAS**, the mission of public schools is to meet the educational needs of all children and to empower them to become competent, productive contributors to a democratic society and an ever-changing world; and

**WHEREAS**, school board members are strong advocates for public education and are responsible for communicating the needs of the schools to the public and the public's expectations to the district; and

**WHEREAS**, to create an educational vision for the students, school board members work closely with parents, educational professionals, and other community leaders.

**NOW, THEREFORE**, I, Ralph Gutierrez, Mayor of the City of Schertz,  
in recognition thereof, do hereby proclaim January 2025 to be

### **SCHOOL BOARD RECOGNITION MONTH**

and I urge all citizens to join me in recognizing the dedication and hard work of local school board members and in working with them to mold an education system that meets the needs of both today's and tomorrow's children

**IN WITNESS WHEREOF**, I have  
hereunto set my hand and caused the  
seal of the City of Schertz to be affixed  
this 21<sup>st</sup> day of January 2025.

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Ralph Gutierrez, Mayor

**Agenda No.**

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Parks, Recreation & Community Service  
**Subject:** Presentation of the FY 23-24 Parks & Recreation Annual Report  
(S.Gonzalez/L.Shrum)

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**Attachments**

FY 23-24 Parks & Recreation Annual Report





SCHERTZ  
PARKS &  
RECREATION  
**FUN**

# FY 23-24 ANNUAL REPORT









**21**  
FULL TIME STAFF

**2**  
PART TIME STAFF

**2**  
SEASONAL STAFF

**250+**  
# OF VOLUNTEERS

**WHO WE ARE**

## **PARKS & RECREATION LEADERSHIP**

Lauren Shrum, Director  
Jared Montney, Park Superintendent  
Cassie Paddock, Recreation Manager  
Erin Matlock, Civic Center Manager  
Robert Dobratz, Park Supervisor



# TEAM ACCOMPLISHMENTS

## CITY MANAGER COINS

Parks Crew- Wendy Swan  
Sydney Paredes- Programming

## AWARDS

Lauren Shrum: Terry Hershey Award  
Larry May: Truck & Trailer 3rd Place  
Cole Moody: Truck & Trailer 3rd Place  
Ian King: Backhoe Competition 6th Place  
WSMP: Excellence in Maintenance  
Johnie McDow: Individual of the Year  
Foam Party: Photography Award



## SERVICE PINS

Traci Paprocki: 20 Years  
Albert Orosco : 15 Years  
Sydney Paredes: 1 Year  
Kat Scheel: 1 Year  
Daniel Delong: 1 Year  
Jeremy Jacoway: 1 Year  
Lonnie Corso: 1 Year

## Certifications

Archery Trainer  
Sydney Paredes  
Archery Instructor  
Cassie Paddock  
Cody Harkins  
Aubrey McCardle



## PROFESSIONAL DEVELOPMENT

Lauren Shrum:  
TRAPS Central Region Director  
Emerging Leaders Mentor  
AAPRA Mentor  
Erin Matlock:  
TxAFV Treasurer  
Cassie Paddock:  
TRAPS F&YP Chair  
NRPA YPN Chair  
NRPA Young Professional Fellowship  
Jared Montney:  
Emerging Leaders Mentor  
Sydney Paredes:  
F&YP Central Region Rep  
Emerging Leaders  
Texas Master Naturalist Class  
Kathryn Scheel:  
Emerging Leaders  
TRAPS C- Region Awards Committee  
TRAPS State Awards Committee  
Albert Orosco:  
Emerging Leaders





# BOARDS & COMMITTEES



## PARKS AND RECREATION ADVISORY BOARD

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Johnie McDow, Chair  
William Bosch, Vice Chair  
Reginna Agee  
Sally Macias  
Robert Sheridan III  
Brad Snow

James Garvin  
Elizabeth Wiley  
Penny Jennings  
Christopher Castoro  
Tim Dusek

## SCHERTZ YOUTH SOCCER ALLIANCE

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Sabrina Sheridan  
Jason Hernandez  
Michelle Hernandez  
Dora Boyle  
Damani Phillips

Demetrius Hopson  
Cassie Paddock  
Jared Montney  
Sydney Paredes

## BUFFALO VALLEY YOUTH ASSOCIATION

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Jason Hahn	Ashley Underwood
Barton Bowers	Lillian Redus
Daniel Hernandez	Brad Marshall
Gerald Connell	Nick Morales
Matt Netherton	Jay Walkup

## SENIOR CENTER ADVISORY BOARD

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Christopher Castoro	Adela Lugo
Mary Wigle	Della Morgan
Linda Powell	Tess Daniels

## FRIENDS OF CRESCENT BEND

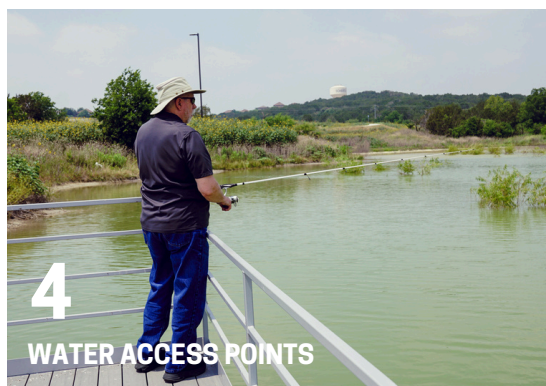
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Debby Arnold	Ardell Winters
Gary Arnold	Paula Oliver
Bill Skinner	Ann Mallard
Sandi Wheeler	Steve Layton
Branch Archer	Clare Layton





# WHAT WE DO









# THE YEAR IN NUMBERS

## PARK RENTALS

Ashley Park Pavilion	21
Crescent Bend Group Campsite	3
Gutierrez Garden Park Gazebo	3
Pickrell Park- Large Pavilion	158
Pickrell Park- Aero Pavilion	58
Pickrell Park- Oak Pavilion	82
Pickrell Park- Poplar Pavilion	63
Pickrell Park- Picnic Area A	10
Pickrell Park- Picnic Area B	9
Pickrell Park- Picnic Area C	11
Pickrell Park- Picnic Area D	9
Rhine Valley Park Pavilion	8
Wendy Swan Pavilion A	2
Woodland Oaks Gazebo	3
Veterans Memorial Plaza	1

## RECREATION

Events	41
Event Participants	28,426
Programs	123
Program Participants	1,750
Leagues	5
League Participants	540
Sponsorships	\$58,050
Volunteer Hours	579

## CIVIC CENTER RENTALS

Grand Ballroom	194
Bluebonnet Hall	236
Community Center	299
North Center	199

## AQUATICS- PICKRELL POOL

Visits	18,362
Admissions	\$22,244
Season Passes	\$5,768



## YOUTH SPORT PARTICIPANTS

Baseball (BVYA)	936
Softball (BVYA)	291
Basketball (BVYA)	255
Volleyball (BVYA)	89
Swimming (BVYA)	140
Soccer (SYSA)	1,329
Volunteer Hours	22,220

## SENIOR CENTER

Building Scan Ins	31,327
Lunch Scan Ins	15,904
Memberships	816
Lunch Memberships	715
Volunteer Hours	1,875.5

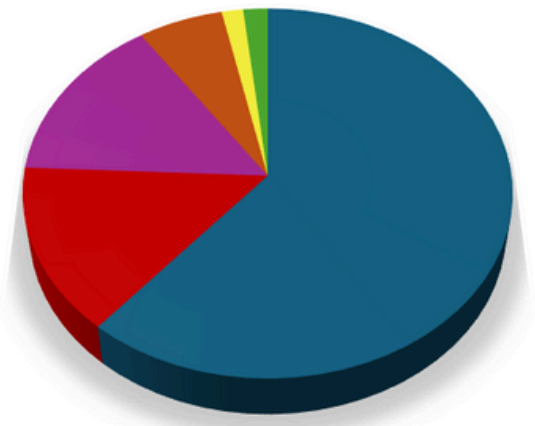


# BUDGET EXPENSES

**Budget:**  
\$4,377,880.02

**Actual:**  
\$4,614,183.96

- 460- Parks (Parks and Recreation)
- 463- Swim Pool (Pickrell Park Pool & Splash Pad)
- 464- Event Facilities (Civic Center)
- 901- City's Assistance (Senior Center)
- 106- Special Events Fund (Kick Cancer and Hal Baldwin Golf Tournament)
- 317- Park Fund
- 319- Tree Mitigation



## 460- Parks (Parks and Recreation)

	Budget	Actual
Personnel Services	\$ 1,278,079.02	\$ 1,322,151.35
Operating	\$ 648,860.00	\$ 759,127.02
Repairs and Maintenance	\$ 312,276.00	\$ 308,167.55
Capital Improvements	\$ 385,000.00	\$ 432,439.85
Expense Total:	\$ 2,624,215.02	\$ 2,821,855.77

## 463- Swim Pool (Pickrell Pool & Splash Pad)

	Budget	Actual
Operating	\$ 82,500.00	\$ 103,146.89
Contract Services	\$ 587,052.00	\$ 568,771.35
Expense Total:	\$ 669,552.00	\$ 671,771.35

## 464- Event Facilities (Civic Center)

	Budget	Actual
Personnel Services	\$ 547,772.00	\$ 543,478.03
Operating	\$ 85,069.00	\$ 85,251.04
Capital Improvements	\$ 60,000.00	\$ 54,191.55
Expense Total:	\$ 692,841.00	\$ 682,920.62

## 901- City's Assistance (Senior Center)

	Budget	Actual
Repairs and Maintenance	\$ 10,000.00	\$ 18,269.77
Contract Services	\$ 250,000.00	\$ 266,286.22
Expense Total:	\$ 260,000.00	\$ 284,555.99

## 106- Special Events Fund (KC & HB)

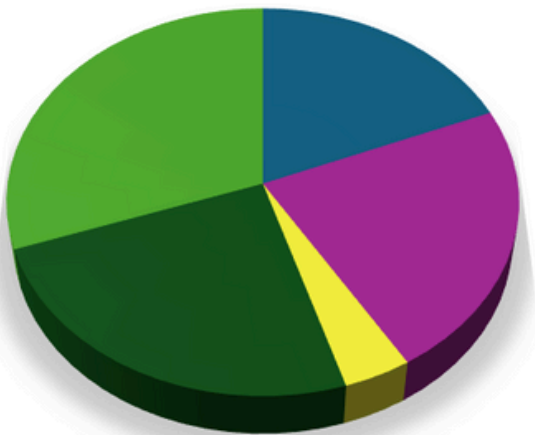
	Budget	Actual
Operating	\$ 45,000.00	\$ 71,651.23
Expense Total:	\$ 45,000.00	\$ 71,651.23

## 317- Park Fund

	Budget	Actual
Capital Improvements	\$ 100,000.00	\$ 0.00
Expense Total:	\$ 100,000.00	\$ 0.00

## 319- Tree Mitigation

	Budget	Actual
Trees	\$ 75,000.00	\$ 81,429.00
Expense Total:	\$ 75,000.00	\$ 81,429.00



# BUDGET REVENUES

## Revenue From All Parks Department Funds

	Budget	Actual
Parks and Rec Fees	\$ 263,800.00	\$ 342,623.41
Civic Center Fees	\$ 326,500.00	\$ 412,082.15
Special Event Fund Fees	\$ 45,000.00	\$ 71,651.23
Parkland Dedication Fees	\$ 100,000.00	\$ 446,137.50
Tree Mitigation Fees	\$ 50,000.00	\$ 555,380.00
Revenue Total:	\$ 785,300.00	\$ 1,827,874.29



# FUNDING OUR PARKS

**\$1.5 M**

## TEXAS PARKS AND WILDLIFE LOCAL PARK GRANT

The Department secured a \$750,000 local park grant from TPWD in early February of 2024. This grant requires a \$750,000 value match from the City, which will be provided through a combined effort from area homeowners associations valued at \$493,000, labor from the South Texas Off Road Mountain-Bikers valued at \$15,000, and \$241,100 from the parks and recreation budget. Plans for the Hilltop Park project include accessible concrete trails, an overlook area, a new playground, trails and other amenities.

**\$1.25 M**

## ALAMO AREA METROPOLITAN PLANNING ORGANIZATION

The Department secured \$1,000,000 in funds from AAMPO for the West Dietz Creek Trail project. This grant requires a \$250,000 match from the city, which will come from dedicated trail development funds in the parks and recreation budget. The project includes the construction of a 1.76 mile long, 10 foot wide concrete trail beginning south of Wiederstein Road, crossing Savannah Drive and Maske Road, and ending at Schertz Parkway where it can connect with the Campus Exercise Trail behind the Hal Baldwin Municipal Complex.

**\$12 M**

## SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

The SEDC voted to invest nearly \$12 million dollars in quality of life projects. The first tranche of funding will allocate \$1.7 million in FY 2024-25 for the installation of field lights on 10 soccer fields at the Schertz Soccer Complex. In future years, the partnership with SEDC will focus on the development of Hilltop Park, a new nature-centric park in northern Schertz that will include the city's first overlook/observation platform, a nature-based playscape, picnic pavilions, walking and biking trails, and a fishing pier. Finally, the most significant investment will be made to Community Circle Park located behind the Hal Baldwin Municipal Complex. This new park will combine the Johnie McDow Sports Complex, the dog park, skate park, and many exciting new features to create a large recreational complex for the community.





# IMPROVING OUR PARKS



## SENIOR CENTER GARDEN ADDITON

The Senior Center Garden Addition is officially complete with a new patio extension and additional raised beds that are now fully operational, providing our seniors with beautiful spaces to gather, socialize, and enjoy nature.

Looking ahead to early FY 24-25, we are excited to introduce the final touches, including the installation of memorial tree art and the planting of fruit trees. These additions will further enhance the garden's beauty and functionality.

## CYPRESS POINT PARK

In 2024, a ribbon cutting was hosted at Cypress Point Park for 2 added Shade Structures. This much needed shade was added to Cypress Point Park courtesy of grant funding from the San Antonio Council on Alcohol and Drug Awareness.



## HILLTOP PHASE 1

We are pleased to report that we have accepted the parkland dedication for what will be Phase 1 of the future Hilltop Park, situated in the Homestead neighborhood. This initial phase includes a loop trail and a pond equipped with a fishing pier, enhancing the recreational offerings for our community. Looking forward, we anticipate an official ribbon-cutting ceremony in early 2025 to celebrate this addition to our park system.

## PROST MASTER PLAN

This spring, we started the process of updating the Parks, Recreation, Open Space, and Trails (PROST) Master Plan. The PROST Master Plan is a 10-year plan that establishes a community vision, helps guide decisions, and create an action plan for our parks. We hosted stakeholder meetings and obtained additional feedback about our parks through an online mapping tool, survey, and public input events. The plan will be fully adopted in November of 2024.



## ODDS AND ENDS

This year, we've made several improvements across our parks to enhance both safety and usability. Insulated backflow covers were installed to protect against freezing, and additional safety surfacing was added at multiple parks. At Crescent Bend Nature Park, we focused on removing dead trees, while significant irrigation system repairs were completed across several locations. We also striped pickleball court lines on three multipurpose courts and added new benches, picnic tables, and trash cans to improve amenities.

# RECREATION

## SUMMER LIKE NEVER BEFORE

This summer was like never before! We hosted an incredible 20 summer camps, with 12 facilitated by our own staff and 8 by partner organizations. For the first time ever, we hired 2 Recreation Instructors who played a key role in conducting these camps, along with other programs and events. In comparison, Summer 2023 saw just 3 camps, with only 1 run by our staff. Our special events also saw a huge boost in attendance—Parks and Rec Month attracted nearly 1,200 participants, even with one event rained out, compared to last year's 300. Movies and Music in the Park more than doubled its attendance, soaring from 405 to 920!

## THE RISE OF PICKLEBALL

This year marked the rise of pickleball in our community! We kicked off with our first-ever Pickleball Tournament, the Blizzard Paddle Battle, in December, featuring 11 teams. We also launched our first Pickleball League in the spring with 47 players and held our inaugural in-house Pickleball Camp in July with 17 participants. Our partner, Skyhawks, also hosted a pickleball program with 11 participants, and our Parks and Rec Month Pickleball Open Play saw 43 enthusiastic players.



## DID SOMEONE SAY MURDER?

On April 26, 2024, we hosted our first-ever "Murder Mystery Party" titled "The Greatest Murder on Earth," a circus-themed interactive event for adults. Unlike a show, participants took on assigned roles in a mystery that unfolded throughout the evening. Guests received their character details a week in advance, allowing them to fully immerse by dressing the part. This event was developed in response to community feedback, highlighting a demand for more adult-focused programming and increased activities in Northern Schertz. The event was a resounding success, selling out with a waitlist.

## Expanding Opportunities Through New Partnerships

This year, we've welcomed several new partner organizations to offer even more diverse programs for Schertz residents. Monster's Vale brings live-action role-playing fun with weekly park days and fighter practice. KidCreate Studio sparks creativity with art programs for kids, while Evember offers Floral Design Classes for adults. Cake Poppin with Lex teaches cookie decorating, and Girls with Grit empowers participants by teaching skilled trades through hands-on projects. These partnerships are expanding our offerings and bringing exciting new opportunities to the community!



# CIVIC & COMMUNITY CENTERS



## TEAMWORK MAKES THE DREAM WORK

In FY23-24, the Civic Center really stepped up to support our community events like never before, jumping into their new role in the Parks, Recreation, and Community Services department. From decking the halls for Breakfast with Santa to checking in vendors at the Kris Kringle Market, we were all hands on deck. We even transformed the space for the Daddy Daughter Dance in under two hours with everyone's help. The biggest highlight? Assisting with Jubilee, our largest event of the year. The teamwork and energy from the Civic Center team were incredible, showcasing the true spirit of our department!

## PROCESS IMPROVEMENTS

Staff has taken time this year to reevaluate our processes to ensure we are operating efficiently and have adequate resources to train staff. This included revamping our Safety Data Sheets and creating an Event Attendant S.O.P Manual focusing on operating equipment and handling inventory,



## NEW FACES AND FOND FAREWELLS

In spring 2024, we welcomed Dawn Williams as our new Event Coordinator, bringing fresh energy and excitement to our team. As we embraced this new chapter, we also celebrated the career of Traci Paprocki, our Administrative Assistant, who retired at the end of the summer after 20 years of service.

## VIRTUAL TOURS

The Civic Center, Community Center, and North Center all officially have virtual tours available to view on the Schertz website, complete with an outside view of the facility and close-ups of all the rooms inside. This addition allows customers to easily see if the facility meets their needs without having to schedule an in person tour.





# SOCIAL ENGAGEMENT



## Total Followers:

Facebook: 8,373  
Instagram: 1,477



## New Followers:

Facebook: 1,301  
Instagram: 203



## Total Posts

Facebook: 387  
Instagram: 349



## Page Visits:

Facebook: 36,670  
Instagram: 1,718



## Total Post Reach:

# 586,933

Facebook: 538,839  
Instagram: 48,094



## Total Comments:

# 1,062

Facebook: 1,010  
Instagram: 52



## Demographics

Female	83%
Male	17%
<hr/>	
25-34 years old:	20%
25-44 years old:	40%
45-54 years old:	24%



## Total Likes:

# 9,523

Facebook: 6,332  
Instagram: 3,191



## Total Shares

# 1,386

Facebook: 1,025  
Instagram: 361



## Residency of Followers

Schertz	25.4%
San Antonio	19.5%
Cibolo	12.6%
Converse	3.8%



## FB Biggest Reach: Paws in the Pool Photos

Reach: 6,339  
Interactions: 54



## Instagram Biggest Reach: "We're Back" Reel

Reach: 1,316  
Interactions: 56



## Best Performing Paid Ad: Archery Camp

Reach: 13,993  
Interactions: 48



# THANK YOU TO OUR 2023-24 SPONSORS & PARTNERS



**CATERPILLAR**  
**CAKE POPPIN WITH LEX**  
**EVEREMBER**  
**GIRLS WITH GRIT**  
**GUADALUPE MASTER NATURALISTS**  
**GVEC**  
**HEB**  
**ICODE**  
**KIDCREATE STUDIO**  
**METHODIST HOSPITAL NORTHEAST**  
**MONSTER'S VALE**  
**RIVER CITY COMMUNITY CHURCH**  
**SAMCO CAPITAL MARKETS**  
**SA ASTRONOMICAL ASSOCIATION**  
**SA ZOO**  
**SCHERTZ BANK AND TRUST**  
**SCHERTZ-CIBOLO EMERGENCY CLINIC**  
**SCUCISD**  
**SKYHAWKS**  
**STATE FARM- NATHAN OBREGON**  
**THE CROSSVINE**  
**THE CHAMBER**  
**THE PURPOSE CHURCH**  
**UT HEALTH SAN ANTONIO**  
**YMCA**







**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Finance  
**Subject:** Discussion and consideration of forthcoming financing of Schertz/Seguin Local Corporation Bond Issuance (S.Gonzalez/J.Walters)

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**BACKGROUND**

The Schertz/Seguin Local Government Corporation (the “SSLGC” or the “Corporation”) was created on December 23, 1998 on behalf of the City of Schertz and Seguin to assist in acquiring water outside of the Edwards Aquifer. The Corporation was created by the Cities to operate a wholesale water system for the benefit of the two City’s Utility Systems. The Corporation has financed the construction of well fields and cross-country pipelines and today provides a reliable, drought-resistant water source. The Bonds are supported by Contracts between the Cities and the Corporation, and the liability is evenly split between the two Cities. Currently, the Corporation has \$130,890,000 of Bonds outstanding that are supported by the two Cities. The proposed financing is intended to pay for a portion of the Fiscal year 2025 CIP including: Well projects, WTP Projects, WTP Surge tank, SCADA improvements and other larger capital improvement items.

The annual debt service related to the financing has been incorporated into the future rate structure as determined by the Corporation’s rate consultant, Willdan, and included in the Corporation’s rate study. SAMCO Capital Markets, the City’s and the Corporation’s Financial Advisor, proposes to sell the financing on or about March 5, 2025. To complete the transaction, the SSLGC Board will need to approve proceedings and then each City will need to ratify the SSLGC Board action. The SSLGC Board acted to begin proceeding with the financing at their December 19, 2024 meeting. The SSLGC Board plans to authorize the parameter sale on January 16, 2025. The City of Seguin is authorizing the parameter sale resolution related to the financing on February 18, 2025. The City of Schertz will consider and act on a parameter sale resolution authorizing the Corporation to sell Bonds at their February 18, 2025 Council meeting. Only after both Cities approve the Resolutions can SSLGC proceed to a bond sale.

**GOAL**

To review proposed bond issuance and answer questions regarding the bonds prior to issuance.

**COMMUNITY BENEFIT**

Support of SSLGC capital improvements helps safeguard Schertz' current and future water supply.

**SUMMARY OF RECOMMENDED ACTION**

City Staff and consultants recommend that the City Council proceed with the financing and prepare to consider a Parameter Sale Resolution at the February 18, 2025 City Council meeting.

**RECOMMENDATION**

City Staff and consultants recommend that the City Council proceed with the financing and prepare to consider a Parameter Sale Resolution at the February 18, 2025 City Council meeting.

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### **Attachments**

SSLGC Bond Issuance Timetable



**Schertz/Seguin Local Government Corporation (“SSLGC”)  
Contract Revenue Improvement Bonds, New Series 2025 (the “Bonds”)  
Preliminary Timeline – Subject to Change**

December							January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4								1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
																					30	31					

DATE	ACTION
<b>Thursday, December 19, 2024</b>	<b>SSLGC authorizes staff and outside consultants to proceed with a \$15,000,000 Bond to fund the 2025 CIP.</b>
Friday, December 20, 2024	Financial advisors and staff begin preparation of Preliminary Official Statement (“POS”)
Tuesday, January 7, 2025	<ul style="list-style-type: none"> <li>Distribute first draft of POS for review</li> <li>Bond Counsel to distribute updated draft of Bond Resolution for review</li> </ul>
Monday, January 13, 2025	<ul style="list-style-type: none"> <li>Receive comments on first draft of POS</li> <li>Receive comments on first draft of Bond Resolution</li> </ul>
Wednesday, January 15, 2025	<ul style="list-style-type: none"> <li>Distribute 2<sup>nd</sup> draft of POS for review</li> <li>Distribute POS and bond information to rating agencies and insurance companies</li> </ul>
<b>Thursday, January 16, 2025</b>	<b>SSLGC Board to consider, as a parameter approval, the issuance of the Bonds including:</b> <ol style="list-style-type: none"> <li>The approval of the POS;</li> <li>The selection of the underwriter(s); and</li> <li>The designation of a pricing officer</li> </ol>
Monday, January 20, 2025	Receive any comments on second draft of POS
Tuesday, January 21, 2025	<ul style="list-style-type: none"> <li>City of Schertz Council meeting to be advised on potential SSLGC bond issuance</li> <li>City of Seguin Council meeting to be advised on potential SSLGC bond issuance</li> </ul>
Wednesday, January 22, 2025	Distribute third draft of POS for review
Wednesday, January 29, 2025	Receive comments for third draft of POS
Wednesday, February 5, 2025	Distribute final draft of POS for review
Thursday, February 6, 2025	Underwriter’s counsel to distribute first draft of Bond Purchase Agreement (“BPA”)
Week of February 10, 2025	<ul style="list-style-type: none"> <li>Schedule a Due Diligence call with Underwriters and SSLGC and associated parties</li> <li>Schedule Rating call</li> </ul>
Wednesday, February 12, 2025	<ul style="list-style-type: none"> <li>Receive comments on final draft of POS</li> <li>Receive comments on final draft Bond documents</li> </ul>
<b>Tuesday, February 18, 2025</b>	<ul style="list-style-type: none"> <li><b>City of Schertz to consider the parameter approval of the SSLGC Bond Issue</b></li> <li><b>City of Seguin to consider the parameter approval of the SSLGC Bond Issue</b></li> </ul>

Tuesday, February 25, 2025	<ul style="list-style-type: none"><li>• Post and electronically distribute the POS</li><li>• Receive ratings and insurance qualifications and premiums on the Bond issue</li></ul>
Tuesday, March 4, 2025	Price the Bonds in market
<b>Wednesday, March 5, 2025</b>	<b><i>SSLGC Pricing Officer provides written award of the sale of the Bonds</i></b>
Thursday, March 6, 2025	Prepare Final Official Statement (“FOS”) and distribute for comments
Friday, March 7, 2025	Bond Counsel delivers transcript of the Bond issue to the Texas Attorney General’s office (“TXAG”) for review and approval
Tuesday, March 11, 2025	Receive comments on FOS
Wednesday, March 12, 2025	Send FOS to printer for final delivery to Underwriters
Wednesday, March 19, 2025	Receive preliminary approval of the Bonds from TXAG
<b>Wednesday, March 26, 2025</b>	<b>Settlement and Delivery of the Bonds</b>

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*Holiday*

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** City Secretary  
**Subject:** Minutes - Approval of the minutes from the Council Workshop Meeting and regular Council Meeting on January 7, 2025 (S.Edmondson/S.Courney)

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**Attachments**

01-07-2025 Draft Council Workshop minutes  
01-07-2025 Draft Council minutes

# DRAFT

## MINUTES CITY COUNCIL WORKSHOP January 7, 2025

A City Council Workshop was held by the Schertz City Council of the City of Schertz, Texas, on January 7, 2025, at 5:00 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 Robert Westbrook; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Paul Macaluso; Councilmember Allison Heyward; Councilmember Tim Brown

Absent: Councilmember Place 4 (Vacant)

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

### **Call to Order**

Mayor Gutierrez called the meeting to order at 5:00 p.m.

### **Hearing of Residents**

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

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

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

No one signed up to speak.

## Discussion and Action Items

### 1. Workshop on the National League of Cities Membership (A.Heyward)

Councilmember Allison Heyward stated that there were three emails that the Council should have received from Ms. Andrea J. Barefield -Waco City Council, District 1, Mr.Travis Bruton-City Council, Place 3 - City of Glenn Heights and Ms. Katherine Reading-City Manager, City of Grandview who are members of the National League of Cities. The membership fees are approx. \$4,500-\$5,000 per year. There are two sessions that the NLC have, one session in Washington DC and another in a different city each year. The cost for attending one of these sessions is approx. \$1,500. The consensus of the Council is to proceed with becoming a member of the National League of Cities.

### 2. Workshop to discuss Christmas Decorations for Entry Sign and City Hall Lights (R. Gutierrez/P. Macaluso)

City Manager Steve Williams wanted to discuss the suggestions he had received to improve the Welcome sign at Schertz Parkway/ IH-35 access road and the issues with the Christmas lights around the city buildings.

Mayor Ralph Gutierrez stated that the Welcome sign at the Schertz Parkway/IH-35 is the first sign into the city and needs regular attention whether it is the holidays or not. Comments by the Council included that the entry sign needed a complete makeover and the sign needed to make a statement.

The recommendation from City Manager Steve Williams is that staff put together a plan for not just this sign but other signs at multiple locations.

Councilmember Davis reminded the Council that TxDOT will be putting street names over the facade and the seal on columns with the IH-35 improvements. The city currently has over 32 square miles and has several roads that lead into Schertz.

The Mayor recommended that the Council's main concern should be the IH-35 and IH-10 road entrances. Staff will research entry signs and monuments for IH-35 and identify other sites around the city.

City Manager Williams explained that some of the problems with the Christmas lights were because of the power issues around the main complex. The power source issues have been addressed, but the current light fixtures will need to be upgraded.

Parks Director Lauren Shrum explained that an expanded program request would be submitted during the budget process to improve the lighting. The cost to upgrade the lights around the main complex is \$150,000. Additional costs for lights around the library and senior center would be included in the

proposal. The council would like to see lights around the complex during other city functions and possibly have the lights all year long. Proposals and costs would be available for the budget sessions later this year.

### **Adjournment**

Mayor Gutierrez adjourned the meeting at 5:32 p.m.

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Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, City Secretary

# DRAFT

## MINUTES REGULAR MEETING January 7, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on January 7, 2025, 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 Robert Westbrook; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Paul Macaluso; Councilmember Allison Heyward; Councilmember Tim Brown

**Absent:** Councilmember Place 4 (Vacant)

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

### **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 Allison Heyward)**

Councilmember Allison Heyward provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and State of Texas.

### **Employee Introductions**

Mayor Gutierrez recognized City Department Heads who introduced the following new staff:

- **Animal Services:** Carla Cardona-Kennel Technician
- **EMS:** Valentin Hernandez-Paramedic; Steven Amen-EMT (Part-Time); Noah Ellis-EMT (Part-time)
- **Neighborhood Services:** Patrick McIntyre-Code Enforcement Officer
- **Parks:** Steven Lovelace-Parks Maintenance Technician (P/T)
- **Police:** Luis Gonzales-Public Safety Communications Officer
- **Police:** Jonathan Bagby-Police Officer; Francisco Lopez-Police Officer
- **Utility Billing:** Marvin Burkett-Meter Technician

## City Events and Announcements

- Announcements of upcoming City Events (B. James/S. Gonzalez)  
Assistant City Manager Sarah Gonzalez presented upcoming City events.
- Announcements and recognitions by the City Manager (S. Williams)  
City Manager Steve Williams congratulated Sydney Paredes, Parks Department, for being awarded the TRAPS internship to attend their Leadership Institute.

Mr. Williams also extended congratulations to the following employees on their promotions:

Irene Chavez to Purchasing Specialist  
Adam Rodriguez to Police Officer

- Announcements and recognitions by the Mayor (R. Gutierrez)  
Mayor Gutierrez extended thanks to City Staff for the work on the Christmas Tree Lighting Ceremony, the parade, and the Blue Santa program.

## Hearing of Residents

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

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

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

Mayor Pro-Tem Robert Westbrook recognized the following residents:

**Ben Guerrero**, 506 Capot Court Ln, stated he is a candidate for City Council Place 4 and encouraged all city residents to vote in the Runoff Election. He provided a brief background and statements regarding his stance on certain issues if elected. He thanked Guadalupe County Conservative Republicans, the Schertz Police Association, and Mr. Roy Richard for their endorsements.

**Daniel Jameson**, 1048 Richmond Dr, informed Council that Lowe's Home Improvement had contributed \$30,000 for renovations at the VFW and had offered an additional contribution. He invited Council and residents to come out to the VFW for breakfast to support local veterans.

**Michele Tereletsky**, 705 Marilyn Dr, thanks to the Fire Department for assisting seniors with



checking smoke detectors and to Public Works for their quick and professional response to her request for help with a water leak.

**Jill Moore**, 3534 Woodlawn Farms, who spoke in support of the Savannah and Irish Creek development. However, she stated there is still an issue with the intersection traffic.

## **Consent Agenda Items**

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

1. **Minutes** - Approval of the minutes from the Council Meeting on December 17, 2024 and the Canvassing the Election Meeting on December 26, 2024.  
(S.Edmondson/S.Courney)
2. **Resolution 24-R-143** - Authorizing an agreement with GenServ Inc. for preventative maintenance and on-call generator services (B.James/D.Hardin/C.Hernandez/A.Puentes)
3. **Resolution 25-R-001** - Authorizing the EMS, Utility Billing, Schertz Magazine, and Library debt revenue adjustments. (S.Gonzalez/J.Walters)

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

Councilmember Davis requested agenda item #3 be removed.

Mayor Gutierrez asked for a motion to approve agenda items #1 and #2.

Moved by Councilmember Michelle Watson, seconded by Mayor Pro-Tem Robert Westbrook.

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Allison Heyward, Councilmember Tim Brown

Passed

Mayor Gutierrez recognized Assistant City Manager Sarah Gonzalez to open discussion on agenda item #3, Resolution 25-R-001: Authorizing the EMS, Utility Billing, Schertz Magazine, and Library debt revenue adjustments. Councilmember Davis asked about the process that was implemented to prevent write-offs related to the magazine. Ms. Gonzalez deferred to Public Affairs Director Linda Klepper, who explained that the magazine had not had any write-offs for approximately seven years. This situation resulted from a long-term relationship with a business that had consistently run ads without incident until recently. Staff did attempt to reach out, but business could not be reached. The ad was pulled, but not until after it had run for two consecutive

months. No other questions were posed.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-001.

Moved by Councilmember Mark Davis, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis,  
Councilmember Michelle Watson, Councilmember Paul Macaluso,  
Councilmember Allison Heyward, Councilmember Tim Brown

Passed

## **Discussion and Action Items**

### **4. Resolution 25-R-006 - Articulating the City of Schertz' position on potential truck bypass routes on FM 2252. (S.Williams/B.James)**

Mayor Gutierrez recognized Deputy City Manager Brian James who introduced Resolution 25-R-006 articulating the City of Schertz' position on a potential truck bypass requiring trucks to take the spur of FM 2252 as opposed to the direct route. Mr. James stated that although staff appreciate the concerns voiced by Garden Ridge and desire to support finding solutions to regional issues, until they have data they are not in favor of altering the current traffic patterns. He reiterated they want to work collaboratively, but need to do so in a thoughtful way, taking into account all the implications. Staff is seeking concurrence from Council on this issue.

Mayor Gutierrez asked for clarification regarding the city's stance on the issue and the approval of the resolution. Mr. James provided the clarification. Mayor also asked how many Garden Ridge residents reside on FM2252 that brought this issue up for discussion. Mr. James stated it was not residents, but a member of the Garden Ridge Council that brought the issue forward. Mr. James also indicated that he did not believe this issue had been heard by the Garden Ridge Council yet. He went on to say, staff doesn't disagree that we have challenges with truck traffic throughout the area, however, they are businesses in the community, who employ residents of the community, and they provide resources we need in terms of concrete, asphalt, and other items we rely on for our projects, so we need to really think how we work with folks to find appropriate solutions.

Councilmember Davis asked if we anticipated any issue with getting AAMPO or TxDOT to do any updated studies in this area. Mr. James responded that AAMPO is involved in a study currently that doesn't include this area, but had indicated they would not be opposed to including it. TxDOT has not committed at this time.

Mayor Gutierrez stated he is not in favor of having all the trucks use city streets. He sympathizes with Garden Ridge, but it would put a great burden on our city. Mr. James responded that staff are looking for a collaborative approach to find a solution that works for the businesses as well as the cities.

Mayor Gutierrez asked for a motion to approve Resolution 25-R-006.

Moved by Councilmember Michelle Watson, seconded by Councilmember Allison Heyward

AYE: Mayor Ralph Gutierrez, Mayor Pro-Tem Robert Westbrook,  
Councilmember Mark Davis, Councilmember Michelle Watson,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

**5. Resolution 25-R-005 Approving a Utility Service Extension Request for the Woman Hollering Townhomes (B.James/K.Woodlee)**

Mayor Gutierrez recognized City Engineer Kathy Woodlee who introduced Resolution 25-R-005. She explained that, historically it was common practice if a property was to be developed in the ETJ and they wanted to tie onto City utilities they were granted the option if they annexed into the city. However, the rule changed at the state level and Council adopted an ordinance last year that stated we can't force you to annex if you are already in our CCN and we are obligated to serve, but we need to make sure we have a mechanism to go through the process to make sure it is an appropriate service or extension of service and City Council would have the authority to grant the approval of the request. This development is in the ETJ, so the city doesn't have zoning authority or platting authority over the property, but they want to tie onto our water/wastewater systems. They went through extensive meetings to discuss capacities and tie in locations. The development does meet all the criteria that's set forth in the new ordinance, so staff recommends approval of the service extension request.

Mayor Gutierrez asked if consideration of developments in the City limits was taken when determining the capacity for this development. Ms. Woodlee stated they did look into the sewer shed that would tie into the same location. There is currently capacity, but they cannot predict with 100% accuracy based on potential development within the city limits in the future.

City Manager Steve Williams stated we hold the CCNs for those areas so we are obligated to serve.

Mayor Gutierrez reiterated it is a state mandate that puts the burden on the city. If the development doesn't annex, they won't pay any taxes to the city. What are the implications if the City says no to the resolution?

City Attorney advised Council could say no, which could result in the developer petitioning to be removed from the CCN and/or the PUC could reach out and say this is in your CCN and you are obligated to serve. If the developer doesn't petition to be removed from the CCN, the City is still obligated to provide service. Developer is

required to come to the City because they are in our CCN. He also cautioned the Council that there could be implications for all properties within the CCN.

Mr. James pointed out that having the developer petition to be removed from the CCN could have broader ranging issues for the City as they determine how to best to deal with their sewage.

Councilmember Davis stated he understands this is a lose-lose situation, but he cannot support the resolution. The residents of the new development will use all the same resources without paying for them, while city residents use and pay for them through city tax dollars.

Councilmember Brown asked if there is a way to recoup some of the funds lost in tax dollars by applying a different rate. The response was yes, they pay a higher rate because they are in the ETJ. Councilmembers Brown and Heyward concur that to deny the service under our CCN is not the right path. It will ultimately cost the city in both time and dollars.

Councilmember Mark Davis motioned to table item #5 until the next scheduled meeting, seconded by Councilmember Michelle Watson.

AYE: Mayor Ralph Gutierrez, Mayor Pro-Tem Robert Westbrook,  
Councilmember Mark Davis, Councilmember Michelle Watson,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

## Public Hearings

6. **Ordinance 25-S-002** – Conduct a public hearing and consider a request to rezone approximately 85 acres of land, from Agricultural District (AD) to approximately 30 acres as Single-Family Residential District (R-6) and approximately 55 acres as Single-Family Residential District (R-2), generally located 2,000 feet North of the intersection of Weir Road and Trainer Hale Road, more specifically known as Bexar County Property Identification Numbers 310048 and 1190132, City of Schertz, Bexar County, Texas. (B.James/L.Wood/D.Marquez)

Mayor Gutierrez recognized Planner Daisy Marquez who introduced Ordinance 25-S-002 to consider a request to rezone approximately 85 acres of land, from Agricultural District (AD) to approximately 30 acres as Single-Family Residential District (R-6) and approximately 55 acres as Single-Family Residential District (R-2), generally located 2,000 feet North of the intersection of Weir Road and Trainer Hale Road, more specifically known as Bexar County Property Identification Numbers 310048 and 1190132, City of Schertz, Bexar County, Texas. Ms. Marquez stated 11 public notices were sent on November 19, 2024. Four responses have been received; 3

in favor and 1 in opposition. A public hearing notice was published in the San Antonio Express on December 18, 2024. The applicant is asking to rezone 54 acres as R-2, and 30 acres as R-6. The maximum allowed for a tract for R-6 is 30 acres. The proposed zoning change meets all criteria for approval outlined in the UDC and conforms to the Comprehensive Land Plan and surrounding land use is consistent. The Planning and Zoning Commission met on December 4, 2024, and recommended approval by a unanimous vote. Staff recommends approval of Ordinance 25-S-002.

Applicant, Shad Schmid, Kingfish Development, thanked Council for the opportunity to speak and offered to address any questions they had.

Public Hearing opened at 7:08 p.m.  
No residents came forward to speak.  
Public Hearing closed at 7:09 p.m.

Mayor Gutierrez opened the floor to Council for discussion. No discussion occurred.

Moved by Councilmember Tim Brown, seconded by Councilmember Michelle Watson

AYE: Mayor Ralph Gutierrez, Mayor Pro-Tem Robert Westbrook,  
Councilmember Mark Davis, Councilmember Michelle Watson,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

7. **Ordinance 25-S-001** - Conduct a public hearing and consider a request to rezone approximately 26 acres of land, from Single-Family Residential District (R-2) to Single-Family Residential District (R-6), known as a portion of Guadalupe County Property Identification Number 64640, generally located 78 feet South of the intersection of Savannah Drive and Irish Creek Road, City of Schertz, Guadalupe County, Texas.(B.James/L.Wood/D.Marquez).

Planner Daisy Marquez introduced Ordinance 25-S-001 to consider a request to rezone approximately 26 acres of land, from Single-Family Residential District (R-2) to Single-Family Residential District (R-6), known as a portion of Guadalupe County Property Identification Number 64640, generally located 78 feet South of the intersection of Savannah Drive and Irish Creek Road, City of Schertz, Guadalupe County, Texas. Ms. Marquez stated 22 public notices were sent out on November 19, 2024. Twenty responses have been received; 1 in favor and 19 in opposition. A public hearing notice was published in the San Antonio Express on December 18, 2024. Since the city received 20.13% in opposition, a vote of at least 3/4 of all members of the City Council is required in accordance with LGC 211.006 (d). The applicant is asking to rezone 26 acres as R-6. Ms. Marquez stated that when considering the surrounding uses and the Comprehensive Land Use Plan, the existing R-2 better promotes the health, safety, and general welfare of the City. Additionally, Ms. Marquez stated that the existing traffic concerns on Savannah Drive at the intersection

of FM 1518 and the intersection at Schertz Parkway, as well as the existing sight visibility concerns were taken into consideration. The Planning and Zoning Commission met on December 4, 2024, and recommended approval with a 4-2 vote. Ms. Marquez concluded by stating that in previous zoning discussions, the City Council had established a policy that if a proposed zone change would not result in an inherently better development than what could potentially develop with the current zoning, then the proposed zone change would not be desired. Therefore, staff recommends denial of Ordinance 25-S-001.

On behalf of Meritage Homes (applicant), Patrick Christensen, addressed Council stating they were asking for the R-6 to allow for more green space within the development. Staff had approved multi-family rental for this property previously, so it seemed they would be agreeable to the R-6 which would provide less density. They are requesting mixed development by having both R-2 and R-6. He also stated that they requested be allowed to put a stop sign to help with the traffic issues at the intersection.

Public Hearing opened at 7:21 p.m.  
No residents came forward to speak.  
Public Hearing closed at 7:21 p.m.

Mayor Gutierrez posed several questions to which staff responded and then opened the floor to Council for discussion. Council was divided in support of the development. Some expressed concerns about the traffic, mixture of housing options, and development within the APZ.

Mayor Gutierrez asked for a motion to approve Ordinance 25-S-001.

Moved by Councilmember Michelle Watson, seconded by Councilmember Tim Brown

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Michelle Watson, Councilmember Tim Brown

NAY: Councilmember Mark Davis, Councilmember Paul Macaluso, Councilmember Allison Heyward

Failed

8. **Ordinance 25-S-003** - Conduct a public hearing and consider a request to rezone approximately 20 acres of land from General Business District (GB), Agricultural District (AD), and Pre-Development District (PRE) to Middle Density Residential District (R-5), more specifically known as 5524 Eckhardt Road, also known as a portion of Comal County Property Identification Numbers 75449 and 78233, City of Schertz, Comal County, Texas. (B.James/L.Wood/S.Haas)

Senior Planner Samuel Haas introduced Ordinance 25-S-003 to consider a request to rezone approximately 20 acres of land from General Business District (GB), Agricultural District (AD), and Pre-Development District (PRE) to Middle Density

Residential District (R-5), more specifically known as 5524 Eckhardt Road, also known as a portion of Comal County Property Identification Numbers 75449 and 78233, City of Schertz, Comal County, Texas. Mr. Haas stated sixteen public notices were sent on November 22, 2024. No responses have been received. A public hearing notice was published in the San Antonio Express on December 18, 2024. Additionally, a public hearing notice was provided to Comal ISD. Applicant is proposing portions of their property be rezoned to Middle Density Residential District (R-5). The proposed zoning change meets all criteria for approval outlined in the UDC and conforms to the Comprehensive Land Plan and surrounding land use is consistent. Schertz Fire, EMS, and Police Departments have been notified of the zone change request and have provided no objection. The Planning and Zoning Commission met on December 4, 2024, and recommended approval with a 6-0 vote. Staff recommends approval of Ordinance 25-S-003.

Public Hearing opened at 8:00 p.m.  
No residents came forward to speak.  
Public Hearing closed at 8:00 p.m.

Mayor Gutierrez opened the floor to Council for discussion. No discussion occurred.

Moved by Councilmember Michelle Watson, seconded by Councilmember Tim Brown

AYE: Councilmember Mark Davis, Councilmember Michelle Watson,  
Councilmember Paul Macaluso, Councilmember Allison Heyward,  
Councilmember Tim Brown

Passed

9. **Ordinance 25-S-004** - Conduct a public hearing and consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs.  
(B.James/L.Wood/E.Delgado)

Planning Manager Emily Delgado introduced Ordinance 25-S-004 to consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs. Staff proposed three amendments to the UDC.

Public Hearing opened at 8:05 p.m.  
No residents came forward to speak.  
Public Hearing closed at 8:06 p.m.

Mayor Gutierrez opened the floor to Council for discussion.

After extension discussion regarding the proposed amendments, Councilmember Michelle Watson motioned to table agenda item #9, seconded by Councilmember Tim Brown.

AYE: Mayor Pro-Tem Robert Westbrook, Councilmember Mark Davis,  
Councilmember Michelle Watson, Councilmember Paul Macaluso,  
Councilmember Allison Heyward, Councilmember Tim Brown

Passed

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

- 10. Quarterly Update-** City Council Approved Zoning and Specific Use Permit Ordinances in relation to current development status
- 11. Information** regarding a pending update to the City of Schertz Water and Wastewater Master Plans, Land Use Assumptions, and Capital Improvement Plans that establish the basis for updates to the City's Water and Wastewater Impact Fees.

### **Requests and Announcements**

- Requests by Mayor and Councilmembers for updates or information from Staff  
No requests from Mayor or Councilmembers for updates or information from Staff.
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda  
No requests from Mayor or Councilmembers for items or presentations to be placed on a future City Council agenda.
- City and Community Events attended and to be attended (Council)  
No City and Community Events attended or to be attended were announced by Councilmembers.

### **Adjournment**

Mayor Gutierrez adjourned the meeting at 8:36 p.m.

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Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, City Secretary



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Police Department  
**Subject:** Resolution 25-R-007- Authorizing the Schertz Police Department to apply for a Bullet-Resistant Shield Grant (J.Lowery)

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**BACKGROUND**

On December 16, 2024, the State of Texas released several funding opportunities that would benefit the personnel of the Schertz Police Department. One of these opportunities would allow the purchase of bullet-resistant shields to be assigned to patrol supervisors to use in the event of an active assailant incident or another incident that would require increased officer safety. The department is currently in need of five (5) additional ballistic shields to outfit patrol and School Resource Officer supervision.

**GOAL**

The goal of this resolution is to authorize the authorized personnel at the Schertz Police Department to apply for the grant outlined in this resolution.

**COMMUNITY BENEFIT**

Having an appropriately equipped and trained police department is paramount to police response in emergency situations. The community would benefit from this grant being awarded by having officers and supervisors with the ability to provide ballistic cover during the event of any active shooting event. This ballistic cover could provide officers the ability to handle a threat quicker or perform an officer or citizen rescue to apply life-saving aid in a more timely manner.

**SUMMARY OF RECOMMENDED ACTION**

The Schertz Police Department recommends approval of this resolution.

**RECOMMENDATION**

The Schertz Police Department recommends approval of this resolution.

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**Attachments**

Resolution 25-R-007  
Grant Announcement

**RESOLUTION NO. 25-R-007**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE SCHERTZ POLICE DEPARTMENT TO APPLY FOR A BULLET-RESISTANT SHIELD GRANT**

WHEREAS, The Schertz City Council finds it in the best interest of the citizens of the City of Schertz that the FY 2026 Bullet-Resistant Shield Grant be operated for the Fiscal year 2026.

WHEREAS, the Schertz City Council is informed that there is no matching funds required for said project.

WHEREAS, the Schertz City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the Schertz City Council assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the Schertz City Council designates the City Manager as the grantees's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

WHEREAS, the Schertz Police Department will submit another resolution for approval if the grant is awarded to the Department. The new resolution will include the funds awarded and the item(s) to be purchased.

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

Section 1.The City Council hereby approves the submission of the grant application for the FY 2026 Bullet-Resistant Shield Gant and designates Steve Williams, Schertz City Manager, as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application.

Section 2.James Lowery, Schertz Police Chief, is designated as the Program Director and Jame Walters, Finance Director, is designated as the Financial Officer for this grant.

Section 3.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 4.All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

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

Section 6.If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 7.It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF SCHERTZ, TEXAS

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

ATTEST:

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

(CITY SEAL)

Grant Number: 5329801



Name:

# Bullet-Resistant Shield Grant Program, FY2026

Available  
12/16/2024

Due Date  
02/13/2025

## Purpose:

The purpose of this announcement is to solicit applications from law enforcement agencies to equip peace officers with bullet-resistant shields.

## Available Funding:

State funds for these projects are authorized by a Budget Execution Order proposed by the Legislative Budget Board and ratified by Governor Abbott on June 28, 2022, pursuant to Texas Government Code, Section 317.002 and Section 317.005(b). All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. The Public Safety Office (PSO) expects to make \$250,000 for FY2026.

## Eligible Organizations:

Applications may be submitted by independent school districts that operate law enforcement agencies employing peace officers under Article 2.12, Texas Code of Criminal Procedure.

All applications submitted by local law enforcement agencies/offices must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply under their municipal government, and community supervision and corrections departments, district attorneys, and judicial districts must apply through their affiliated county government (or one of the counties, in the case of agencies that serve more than one county).

## Application Process:

Applicants must access the PSO's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

## Key Dates:

Action	Date
Funding Announcement Release	12/16/2024
Online System Opening Date	12/16/2024

Final Date to Submit and Certify an Application	02/13/2025 at 5:00PM CST
Earliest Project Start Date	09/01/2025

## Project Period:

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Projects must begin on or after 09/01/2025 and may not exceed a 12-month project period.

## Funding Levels

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Minimum: None

Maximum: None

Match Requirement: None

## Standards

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Grantees must comply with standards applicable to this fund source cited in the Texas Grant Management Standards ([TxGMS](#)), [Federal Uniform Grant Guidance](#), and all statutes, requirements, and guidelines applicable to this funding.

## Eligible Activities and Costs

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Funds may only be used for obtaining bullet-resistant shields compliant with the National Institute of Justice (NIJ) Level III, III+, or IV.

Applicants are encouraged to consider the reasonable cost of their request. PSO will evaluate applications based on the number of frontline peace officers and the average cost per shield.

## Program-Specific Requirements

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**Eligible officers.** Grant funds may only be used to equip peace officers (as defined by Article 2.12, Texas Code of Criminal Procedure) directly employed by a law enforcement agency operated by the applicant.

**Active Shooter Policy.** All eligible organizations that apply for grant funds will ensure its law enforcement agency adopts a Critical Incidents In-Progress (Active Shooter) policy implementing, at a minimum, protocols for assessing an active threat or violent encounter and immediately responding in order to stop the killing, stop the dying, and provide rapid casualty evacuation. The policy should include procedures that address:

- Concepts and Principles
- Community/First Responder Agency Notifications
- Mutual Aid Implementation



- Solo Officer Deployment
- Officer Team Deployment
- Follow-On Responders (Rescue Task Force)
- Incident Command - Unified Command Considerations
- Incident Debriefing
- Training

**ALERRT Training.** All officers provided with a grant-funded ballistic shield must have either attended 16 hours of ALERRT (Advanced Law Enforcement Rapid Response Training) training within the last 24 months or commit to attend within the next 24 months. ALERRT's upcoming course schedule can be found here: <https://alerrt.org/Upcoming>.

**Note:** Funding is available through the Public Safety Office to offset travel expenditures associated with attending ALERRT Training. Please refer to the [ALERRT Travel Assistance Funding Announcement](#) for more information on how to apply for these funds.

## Eligibility Requirements

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1. Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources [Statewide Cybersecurity Awareness Training](#) page.

2. Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

3. Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered

eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

4. Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2026 or the end of the grant period, whichever is later.

5. In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

6. Eligible applicants must be registered in the federal System for Award Management (SAM) database and have an UEI (Unique Entity ID) number assigned to its agency (to get registered in the SAM database and request an UEI number, go to <https://sam.gov/>).

Failure to comply with program or eligibility requirements may cause funds to be withheld and/or the suspension or termination of grant funds.

## Prohibitions

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Grant funds may not be used to support the unallowable costs listed in the **Guide to Grants** or any of the following unallowable costs:

1. Any costs ancillary to the purchase of eligible ballistic shields, such as policy development, training costs, and staff; and
2. Any other prohibition imposed by federal, state or local law or regulation.

## Selection Process

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PSO will screen all applications to ensure that they meet the requirements included in the funding announcement.

Applications will then be reviewed by PSO staff members or a review group selected by the executive director. PSO will make all final funding decisions based on eligibility, reasonableness, availability of funding, and cost-effectiveness.

The Office of the Governor may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, the Office of the Governor may revise projects to address a more limited focus.

## Contact Information

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For more information, contact the eGrants help desk at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-1919.

Total Funds  
**\$250,000**

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Police Department  
**Subject:** Resolution 25-R-001- Authorizing the Schertz Police Department to apply for a Rifle-Resistant Body Armor Grant through the Office of the Governor for the Fiscal Year 2026 (J.Lowery)

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**BACKGROUND**

In December 2024, the Office of the Governor released several funding opportunities for public safety initiatives. The Schertz Police Department would like to apply for funding for rifle-resistant body armor, allowing the officers to be outfitted with body armor that is able to stop rifle rounds. Current issued soft-body armor does not stop rifle rounds. Due to increasing threats, the Schertz Police Department wishes to outfit all officers with appropriate equipment to perform essential functions, remain safe, and confront active threats.

**GOAL**

The goal of this resolution is to receive the approval of City Council to submit the grant by the due date. If the grant is awarded, another resolution will be submitted to City Council to accept and authorize the award.

**COMMUNITY BENEFIT**

The community of Schertz would benefit from this grant by having officer appropriately outfitted with equipment and protective armor. Officers outfitted with additional and stronger armor to stop rifle rounds can potentially reduce injury, reduce the chance of death, and reduce the chance of available resources being diverted to focus on officer rescue.

**SUMMARY OF RECOMMENDED ACTION**

The Schertz Police Department recommends approving this resolution.

**RECOMMENDATION**

The Schertz Police Department recommends approving this resolution.

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**Attachments**

Grant Announcement  
Resolution 25-R-001

Name:

Available

12/16/2024

# Rifle-Resistant Body Armor Grant Program, FY2026

Due Date

02/13/2025

## Purpose:

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The purpose of this announcement is to solicit applications from law enforcement agencies to equip peace officers with rifle-resistant body armor.

## Available Funding:

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State funds for these projects are authorized under the Texas General Appropriations Act, Article I, Rider 26 for Trusteed Programs within the Office of the Governor.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. The Public Safety Office (PSO) expects to make available \$10M for FY2026.

## Eligible Organizations:

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Applications may be submitted by the Texas Department of Public Safety, units of local government and educational institutions that operate law enforcement agencies employing peace officers under Article 2.12, Texas Code of Criminal Procedure; including municipalities, counties, independent school districts, universities, federally recognized Native American tribes, community colleges, and hospital districts.

All applications submitted by local law enforcement agencies/offices must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply under their municipal government, and community supervision and corrections departments, district attorneys, and judicial districts must apply through their affiliated county government (or one of the counties, in the case of agencies that serve more than one county).

## Application Process:

---

Applicants must access the PSO's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

## Key Dates:

---

Action	Date
Funding Announcement Release	12/16/2024
Online System Opening Date	12/16/2024
Final Date to Submit and Certify an Application	02/13/2025 at 5:00PM CST
Earliest Project Start Date	09/01/2025

## Project Period:

---

Projects must begin on or after 09/01/2025 and may not exceed a 12 month project period.

## Funding Levels

---

Minimum: None

Maximum: None

Match Requirement: None

## Standards

---

Grantees must comply with standards applicable to this fund source cited in the Texas Grant Management Standards ([TxGMS](#)), [Federal Uniform Grant Guidance](#), and all statutes, requirements, and guidelines applicable to this funding.

## Eligible Activities and Costs

---

Funds may be used for obtaining body armor compliant with the National Institute of Justice (NIJ) standard (Ballistic Resistance of Body Armor NIJ Standard-0101.06) type III (rifles) or type IV (armor piercing rifle) body armor; including bullet-resistant vests, ballistic plates, and plate carriers.

Due to the limited availability of funds, applicants are encouraged to consider the reasonable cost of their request. PSO will evaluate applications based on number of frontline peace officers and the average cost per vest.

## Program-Specific Requirements

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**Eligible officers to equip.** Grant funds may only be used to equip peace officers (as defined by Article 2.12, Texas Code of Criminal Procedure) directly employed by a law enforcement agency operated by the applicant. Funds may not be used to equip officers employed by other agencies that are not eligible to apply. PSO may prioritize the equipping of certain types of officers or applicants if the total requested funds exceed the funds appropriated by the Legislature.

**Required Agency Policies.** As required by Chapter 772.0075, Texas Government Code, an eligible organization may apply for grant funds only after its law enforcement agency adopts a policy addressing the:

- 1) Deployment and allocation of vests or plates to its officers; and
- 2) Usage of vests or plates by its officers.

PSO requires that the policy on usage of vests or plates include mandatory training on the proper care, fitting, inspection, use, storage, and maintenance of the armor. PSO also requires that the policy specify that body armor may not be left in patrol vehicles when an officer is not on duty to minimize the heat damage to the armor.

In crafting these policies, applicants should be aware that the inspection, storage, and replacement of body armor were identified as potential points of failure in body armor use by the Police Executive Research Forum. See [\*"A Practitioner's Guide To the 2011 National Body Armor Survey of Law Enforcement Officers"\*](#) for more information.

**Personally Fitted Vest Requirement.** All body armor vests purchased with grant funds must be personally fitted for individual officers, including vests specifically fitted to individual female law enforcement officers. "Personally fitted" does not require armor be individually manufactured based on the measurements of a specific wearer, but rather that it provide the best possible fit and coverage, through a combination of:

- 1) Correctly-sized panels and carrier, determined through appropriate measurement; and
- 2) Properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features.

The American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor ([\*Active Standard ASTM E3003\*](#)). The [\*Personal Armor Fit Assessment checklist\*](#), is excerpted from ASTM E3003.

## **Eligibility Requirements**

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1. Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [\*Cybersecurity Training Certification for State and Local Governments\*](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources [\*Statewide Cybersecurity Awareness Training\*](#) page.



2. Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. This disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

3. Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

4. In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's Sexual Assault Evidence Tracking Program website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

5. Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law

enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2026 or the end of the grant period, whichever is later.

6. Eligible applicants must be registered in the federal System for Award Management (SAM) database and have an UEI (Unique Entity ID) number assigned to its agency (to get registered in the SAM database and request an UEI number, go to <https://sam.gov/>).

Failure to comply with program or eligibility requirements may cause funds to be withheld and/or suspension or termination of grant funds.

## Prohibitions

---

Grant funds may not be used to support the unallowable costs listed in the **Guide to Grants** or any of the following unallowable costs:

1. Any costs ancillary to the purchase of eligible body armor, such as policy development, training costs, and staff; and
2. Any other prohibition imposed by federal, state or local law or regulation.

## Selection Process

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**Application Screening:** The Office of the Governor will screen all applications to ensure that they meet the requirements included in the funding announcement.

**Peer/Merit Review:** The Office of the Governor will review applications to understand the overall demand for the program and for significant variations in costs per item. After this review, the Office of the Governor will determine if all eligible applications can be funded based on funds available, if there are cost-effectiveness benefits to normalizing or setting limits on the range of costs, and if other fair-share cuts may allow for broader distribution and a higher number of projects while still remaining effective.

**Final Decisions:** The Office of the Governor will consider rankings along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, or state government priorities and strategies, legislative directives, need, geographic distribution, balance of focuses and approaches, or other relevant factors.

The Office of the Governor may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, the Office of the Governor may revise projects to address a more limited focus.

## Contact Information

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For more information, contact the eGrants help desk at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-1919.

Total Funds

**\$10 Million**

## **RESOLUTION NO. 25-R-001**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE SCHERTZ POLICE DEPARTMENT TO APPLY FOR A RIFLE-RESISTANT BODY ARMOR GRANT**

WHEREAS, The Schertz City Council finds it in the best interest of the citizens of the City of Schertz that the FY 2026 Rifle-Resistant Body Armor Grant be operated for the Fiscal year 2026.

WHEREAS, the Schertz City Council is informed that there is no matching funds required for said project.

WHEREAS, the Schertz City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the Schertz City Council assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the Schertz City Council designates the City Manager as the grantees's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

WHEREAS, the Schertz Police Department will submit another resolution for approval if the grant is awarded to the Department. The new resolution will include the funds awarded and the item(s) to be purchased.

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

Section 1.The City Council hereby approves the submission of the grant application for the FY 2026 Rifle-Resistant Body Armor Grant and designates Steve Williams, Schertz City Manager, as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application.

Section 2.James Lowery, Schertz Police Chief, is designated as the Program Director and James Walters, Finance Director, is designated as the Financial Officer for this grant.

Section 3.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 4.All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

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

Section 6.If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 7.It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF SCHERTZ, TEXAS

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

ATTEST:

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

(CITY SEAL)

Grant Number: 5329701



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Police Department  
**Subject:** Resolution 25-R-012 - Authorizing the Schertz Police Department to apply for the FY 2026 Project Safe Neighborhood Grant Program (J.Lowery)

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**BACKGROUND**

In December 2024, the Office of the Governor released several grant opportunities for public safety. The Project Safe Neighborhood grant allows the Schertz Police Department to focus on violent crime in a specific, geographic area by allowing implementation of a strategic plan. This plan can include overtime costs for enforcement activities, community engagement, and prevention and intervention initiatives. Prior to submission, the Schertz Police Department needs City Council approval to continue with the application process. Once permission is granted and if the grant is awarded, the final award will be submitted to City Council for final acceptance, which will outline the strategic plan and plan costs.

**GOAL**

The goal of this resolution is to authorize the authorized personnel at the Schertz Police Department to apply for the grant outlined in this resolution.

**COMMUNITY BENEFIT**

The Project Safe Neighborhood grant has many community benefits. In addition to focusing on violent crime in the areas affected by it most, this funding opportunity will allow the Schertz Police Department to establish and grow community relationships in the areas where violent crime is more prevalent. It is the hope of the Schertz Police Department that this opportunity will reduce violent crime, enhance the level of safety for our citizens, and allow continued growth of community relationships.

**SUMMARY OF RECOMMENDED ACTION**

Approval of Resolution 25-R-012

**RECOMMENDATION**

Approval of Resolution 25-R-012

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**Attachments**

Grant Announcement  
Resolution 25-R-012

Name:

# Project Safe Neighborhoods Grant Program, FY2026

Available  
12/16/2024

Due Date  
02/13/2025

## Purpose:

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The purpose of this announcement is to solicit applications for projects that are designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and felonious possession and use of firearms.

## Available Funding:

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Federal funds are authorized under 34 U.S.C. §60702 Project Safe Neighborhoods Block Grant Program (PSN). PSN funds are made available through a Congressional appropriation to the U.S. Department of Justice, Bureau of Justice Assistance. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

## Eligible Organizations:

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Applications may be submitted by public and private institutions of higher education, independent school districts, non-profit corporations (including hospitals and faith-based organizations), and units of local government, which are defined as a non-statewide governmental body with the authority to establish a budget and impose taxes.

All applications submitted by local law enforcement agencies/offices must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply under their municipal government, and community supervision and corrections departments, district attorneys, and judicial districts must apply through their affiliated county government (or one of the counties, in the case of agencies that serve more than one county).

## Application Process:

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Applicants must access the PSO's eGrants grant management website at <https://eGrants.gov.texas.gov> to register and apply for funding.

## Key Dates:

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Action	Date
Funding Announcement Release	12/16/2024
Online System Opening Date	12/16/2024
Final Date to Submit and Certify an Application	02/13/2025 at 5:00PM CST
Earliest Project Start Date	10/01/2025

## Project Period:

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Projects must begin on or after 10/01/2025 and may not exceed a 12-month project period.

## Funding Levels

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Minimum: None

Maximum: None

Match Requirement: None

## Standards

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Grantees must comply with standards applicable to this fund source cited in the Texas Grant Management Standards ([TxGMS](#)), [Federal Uniform Grant Guidance](#), and all statutes, requirements, and guidelines applicable to this funding.

## Eligible Activities and Costs

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Funds may only be used to foster and improve existing partnerships between federal, state, local, tribal, and territorial law enforcement officials, including the United States Attorney in each Federal judicial district, prosecutors, and community-based partners representing members of the community affected by increased violence, victims' advocates, and researchers to create safer neighborhoods through sustained reductions in violent crimes by:

1. Developing and executing comprehensive strategic plans to reduce violent crimes, including the enforcement of gun laws, and prioritizing efforts focused on identified subsets of individuals or organizations responsible for increasing violence in a particular geographic area;
2. Developing evidence-based and data-driven intervention and prevention initiatives, including juvenile justice projects and activities which may include street-level outreach, conflict mediation, provision of treatment and social services, and the changing of community norms, in order to reduce violence and foster community trust in law enforcement entities; and
3. Effectively utilizing intelligence and data to identify violent crime drivers and individuals at risk of violence victimization or perpetration and collecting data on outcomes achieved

through the Program, including the effect on the violent crime rate, incarceration rate, and recidivism rate of the jurisdiction.

### **Eligible Costs:**

1. Salary, wage, and fringe benefits of individuals supporting the PSN project;
2. Overtime compensation of individuals supporting the PSN project;
3. Workshops and events associated with the support of the PSN project (pending approval by Office of Justice Programs, Bureau of Justice Assistance);
4. Travel associated with implementation and evaluation of the PSN project;
5. Equipment purchased to support the execution of the PSN project; and
6. Printing, publication, and duplication of materials that support the PSN project.

## **Program-Specific Requirements**

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### **Project Safe Neighborhoods Design Features**

Applications must address 1 of 4 PSN design features:

**Community Engagement.** The main focus of this PSN design feature is programs that foster meaningful engagement between and among communities, law enforcement, prosecutors, and other stakeholders as an essential component of an effective violence reduction strategy. Ongoing engagement involves open communication and builds relationships, trust, and shared public safety values between community members and law enforcement.

**Focused and Strategic Enforcement.** To address violent crime, PSN initiatives often focus strategic enforcement on a limited number of problem places and the individuals driving violent crime. Violent crime is often driven by a small number of prolific offenders; they are often involved in gangs, neighborhood crews, and violent street groups and are typically concentrated in hotspots and small “micro-places” (e.g., a street segment with abandoned homes; a problem bar, gas station, or convenience store; or an open-air drug market). In some jurisdictions, intimate partner violence is the main violent crime concern. Critical elements of strategic enforcement include:

1. Understanding the most significant drivers of violence and resources;
2. Leveraging technology and analytics;
3. Developing and implementing enforcement strategies; and
4. Deterring others from engaging in violence (which could also be through public awareness about enforcement actions and available assistance).

**Prevention and Intervention.** Effective PSN Teams engage in problem-solving approaches that address the reduction of violent crime using all the tools at their disposal. Applicants should utilize strategies to address risk and protective factors, which often involves building relationships with representatives of agencies and organizations most suited to provide education, social

services, job training and placement, reentry programs, or similar resources to those in need. Program should include prevention and intervention activities that can provide individuals and families with skills, opportunities, and alternatives that can ultimately help to reduce violent crime in communities.

**Accountability.** The ultimate goal of PSN is to reduce the level of violence in our communities. Analyzing and assessing information about the incidence of violence and the effectiveness of strategies to address it are important for PSN's success and credibility. Applicants addressing this PSN design feature are required to collect and analyze relevant data that focus on outcomes—i.e. reduced violent crime. Applicants must monitor crime data over time as related to their local PSN Task Force's targeted problems and/or targeted areas.

### **Gang Task Forces**

The PSN program requires that 30 percent of funding be allocated to support gang task forces in the United States regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking. Applications seeking to support gang task forces will be required to provide information on the gang task force as well as list of participating agencies.

### **Eligibility Requirements**

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1. Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources [Statewide Cybersecurity Awareness Training](#) page.

2. Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.



3. Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

4. Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2026 or the end of the grant period, whichever is later.

5. In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

6. Eligible applicants must be registered in the federal System for Award Management (SAM) database and have an UEI (Unique Entity ID) number assigned to its agency (to get registered in the SAM database and request an UEI number, go to <https://sam.gov/>).

Failure to comply with program or eligibility requirements may cause funds to be withheld and/or the suspension or termination of grant funds.

## Selection Process

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**Application Screening:** The Office of the Governor will screen all applications to ensure that they meet the requirements included in the funding announcement.

**Peer/Merit Review:** The Office of the Governor will review applications to understand the overall demand for the program and for significant variations in costs per item. After this review, the Office of the Governor will determine if all eligible applications can be funded based on funds available, if there are cost-effectiveness benefits to normalizing or setting limits on the range of costs, and if other fair share cuts may allow for broader distribution and a higher number of projects while still remaining effective.

**Final Decisions:** The Office of the Governor will make all final funding decisions based on eligibility, reasonableness, availability of funding, geographic distribution, cost effectiveness, or other relevant factors.

The Office of the Governor may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, the Office of the Governor may revise projects to address a more limited focus.

## Contact Information

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For more information, contact the eGrants help desk at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-1919.

Total Funds  
**\$TBD**

## **RESOLUTION NO. 25-R-012**

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE SCHERTZ POLICE DEPARTMENT TO APPLY FOR THE FY 2026 PROJECT SAFE NEIGHBORHOODS GRANT PROGRAM**

WHEREAS, The Schertz City Council finds it in the best interest of the citizens of the City of Schertz that the FY 2026 Project Safe Neighborhoods Grant be operated for the Fiscal year 2026.

WHEREAS, the Schertz City Council is informed that there is no matching funds required for said project.

WHEREAS, the Schertz City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the Schertz City Council assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the Schertz City Council designates the City Manager as the grantees's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

WHEREAS, the Schertz Police Department will submit another resolution for approval if the grant is awarded to the Department. The new resolution will include the funds awarded and the scale of the project.

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

Section 1.The City Council hereby approves the submission of the grant application for the FY 2026 Project Safe Neighborhoods Grant and designates Steve Williams, Schertz City Manager, as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application.

Section 2.James Lowery, Schertz Police Chief, is designated as the Program Director and James Walters, Finance Director, is designated as the Financial Officer for this grant.

Section 3.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 4.All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

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

Section 6.If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 7.It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF SCHERTZ, TEXAS

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

ATTEST:

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

(CITY SEAL)

Grant Number: 5357501



## CITY COUNCIL MEMORANDUM

**City Council Meeting:** January 21, 2025

**Department:** City Secretary

**Subject:** Ordinance 25-S-004 - Consider amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), to Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs.  
(B.James/L.Wood/E.Delgado)

**BACKGROUND****Background from January 7, 2025 City Council meeting:**

At the January 7, 2025 City Council meeting staff gave a presentation and made a recommendation on Unified Development Code Amendments for Article 11, Section 21.11.6 Prohibited Signs to explicitly state that wind driven signs including feather flags and inflatable / balloon signs are prohibited regardless of size and Section 21.11.17 Temporary Signs to increase the maximum area and maximum height for temporary signage. However, during the discussion, City Council indicated that the proposed amendment language was not desired as written. The explicit prohibition of wind driven signs to include feather flags was not the previous intention. Based on the discussion City Council ultimately tabled the item to the January 21, 2025, City Council meeting in order for staff to provide changes to the proposed UDC amendment language. During the January 7th discussion City Council confirmed the desire to prohibit inflatable / balloon signs but there was a desire to allow feather flags in some capacity.

City staff has created several different draft UDC Amendments outlined below that will be discussed at the January 21, 2025 meeting in order to have options for City Council to evaluate and modify. From that discussion staff will finalized the UDC Amendment for action.

**Proposed Amendments**

Staff is proposing modifications to the following UDC Article 11, Section 21.11.6 Prohibited Signs and UDC Article 11, Section 21.11.17 Temporary Signs

Article	UDC Section	Current UDC	Proposed Amendment
11	21.11.6 Prohibited Signs	Currently, the UDC does not directly prohibit inflatable / balloon signs.	Balloon Signs including inflatable signs are prohibits regardless of size.
11	21.11.17.B Maximum Area	Areas with Limited Access: 32 sq.ft. per face or ten percent (10%) of the building facade, whichever is less Areas with Unlimited Access: 24 sq.ft. per face or seven percent (7%) of the building facade, whichever is less All Other Streets:	Thirty Six Square Feet (36 sq.ft.)

		16 sq.ft. per face or five percent (5%) of the building facade, whichever is less	
11	21.11.17.C Maximum Height	Areas with Limited Access: 6 feet Areas with Unlimited Access: 4 feet All Other Streets: 3 feet	Six Feet (6ft.)

#### **Proposed Amendment Language Options for**


#### **Previous Background from the January 7, 2025 City Council meeting:**

As per Unified Development Code Section 21.4.7, City Council from time to time, or on its own motion, or at the recommendation of City Staff can recommend amendments, change or modify any portion of the UDC to establish and maintain sound and stable development.

At the November 12, 2024, City Council Workshop Meeting, the Planning Division gave a presentation / workshop regarding updating the Ordinance for blowup signs and flags for advertising. As a follow-up, the Planning Division gave an additional workshop / presentation at the November 19, 2024, City Council meeting to discuss proposed amendments to UDC Article 11, Section 21.11.17 Temporary Signs. Both of these workshops / discussions can be reviewed via YouTube. Based on these two workshops, it was discussed that the current regulations for temporary signs should be modified to increase the maximum height and maximum area in order to allow greater flexibility (larger signage regardless of the property location and adjacent roadway classification) for businesses / customers to utilize temporary signs. In addition, the Unified Development Code should explicitly prohibit wind driven signs such as feather flag signs and inflatable signs.

The Planning and Zoning Commission held a public hearing and made a recommendation of approval at the December 4, 2024, Planning and Zoning Commission meeting. A Public Hearing notice was published in the San Antonio Express on December 18th for the Public Hearing at the January 7, 2025, City Council meeting.

#### **GOAL**

To amend the Unified Development Code Article 11, Section 21.11.6 Prohibited Signs to explicitly state that inflatable / balloon signs are prohibited regardless of size and Section 21.11.17 Temporary Signs to increase the maximum area and maximum height for temporary signage and to modify the requirements for feather flags.

#### **COMMUNITY BENEFIT**

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

#### **SUMMARY OF RECOMMENDED ACTION**

*When staff evaluates Unified Development Code Amendments, they use section 21.4.7.D Criteria for approval. The criteria are listed below.*

**1. The proposed amendment promotes the health, safety, and general welfare of the City;**

The City Council requests and staff proposes UDC amendments from time to time to proactively better the Unified Development Code that governs development within the City of Schertz. The proposed amendments allow greater flexibility / larger temporary signs regardless of where the business location is and the associated roadway classification. By increasing the maximum height and maximum area for temporary signage it promotes orderly and efficient development. With the proposed amendments, businesses will still be required to obtain a temporary sign permit which also ensures orderly development of the City. Additionally, by providing clarity on prohibited signs it will ensure consistency and efficiency with the sign permitting process throughout the City.

**2. The proposed amendment is consistent with the goals, objectives, and policies of the UDC and the City;**

The proposed amendments are consistent with the goals and desires of the City Council as discussed at the November 19, 2024 City Council workshop. Additionally, increasing the maximum height and maximum area allows greater flexibility, which is consistent with other UDC Amendments that have been approved. Recent UDC amendments have been made to add clarity on requirements and desires of the City Council. By creating a UDC amendment that clearly prohibits feather flags and inflatable signage, it is more clear for business owners and applicants on what is allowed as a temporary sign in the City of Schertz.

**3. The proposed amendment corrects an error, meets the challenge of changing conditions, or is in response to changes in state law; and**

The proposed amendments will meet the changing conditions / desires of the City Council in relation to allowing larger temporary signs. Additionally, the amendment adds clarity on temporary signs that are not desired and more clearly prohibits the use of feather flags and inflatable signs. The Operational Values of the City include being proactive and service-oriented. By implementing the proposed UDC amendment, it will proactively allow businesses to have larger temporary signs and to have consistent height and area maximums for all businesses regardless of the property location.

**4. Other factors which are deemed relevant and important in the consideration of the amendment.**

Staff has ensured all UDC requirements have been met for the proposed Unified Development Code Amendments. The City Council Workshops at the November 12th and November 19th City Council meetings should be reviewed as it provides additional information as to the insight of why these UDC Amendments have been requested and proposed.

**RECOMMENDATION**

***Staff Recommendation***

Based on the City Council Workshops that took place on November 12th and November 19th, there is the desire to modify the Temporary Sign maximum height and maximum area to allow for increased sign size for Temporary Signs. The proposed UDC amendment will allow greater flexibility for businesses that would like to utilize temporary signs.

Staff recommends approval of Ordinance 25-S-004, amendment to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs based on directive from City Council at the November 19th City Council Workshop.

### ***Planning and Zoning Commission Recommendation***

The Planning and Zoning Commission met on December 4, 2024, held a public hearing, and made a recommendation of approval to City Council with a 6-0 vote.

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### **Attachments**

Ordinance 25-S-004 with Attachments

Proposed UDC Amendment Red Lines

City Council Presentation Slides



## **ORDINANCE NO. 25-S-004**

### **AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING PART III SCHERTZ CODE OF ORDINANCES, THE UNIFIED DEVELOPMENT CODE (UDC) ARTICLE 11 SECTION 21.11.6 PROHIBITED SIGNS AND ARTICLE 11 SECTION 21.11.17 TEMPORARY SIGNS**

**WHEREAS**, pursuant to Ordinance No. 10-S-06, the City of Schertz (the “City”) adopted and Amended and Restated the Unified Development Code on April 13, 2010, as further amended (the “Current UDC”); and

**WHEREAS**, City Staff has reviewed the Current UDC and have recommended certain revisions and updates to, and reorganization of, the Current UDC; and

**WHEREAS**, on December 4, 2024, the Planning and Zoning Commission conducted a public hearing and, after considering the Criteria, made a recommendation to City Council of approval; and

**WHEREAS**, on January 7, 2025, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the proposed amendments are appropriate and are in the interest of the public safety, health, and welfare.

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

Section 1. The Current UDC is hereby amended as set forth on Exhibit A hereto.

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

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

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

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

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

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

Section 8. This Ordinance shall be cumulative of all other ordinances of the City of Schertz, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Schertz except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

PASSED, APPROVED and ADOPTED ON this \_\_\_\_ of \_\_\_\_\_, 2025.

CITY OF SCHERTZ, TEXAS

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

ATTEST:

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

(city seal)

Exhibit “A”  
Proposed Unified Development Code (UDC) Amendments

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**Sec. 21.11.6. Prohibited Signs.**

- A. *Obscene Signs.* No person shall erect or display on any site a sign in which the dominant theme of material taken as a whole appeals to the prurient interest in sex, and is patently offensive because it affronts current community standards relating to the description or representation of sexual matters, and is utterly without redeeming social literary, artistic, political, and scientific value, according to contemporary community standards.
- B. *Obstructing Doors, Windows or Fire Escapes.* No person shall erect or display on any site any sign that prevents free ingress to or egress from any door, window or fire escape.
- C. *Obstructing Vision/Sight Triangle.* No person shall erect or display on any site any sign in such a manner as to obstruct free and clear vision of moving vehicles at any location, street intersection, or driveway. All signs placed at any intersection shall prevent such problem by observing a visibility triangle (see definition of visibility triangle).
- D. *Interference With Traffic.* No sign shall be permitted which interferes with vehicular or pedestrian traffic as a result of the position, size, shape, movement, color, fashion, manner, or intensity of illumination, or any other characteristics causing such interference. No person shall erect or allow to be displayed any sign in such a manner as to interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, including, signs making use of the words "stop", "go", "look", "slow", "danger", or any other similar word, phrase, symbol or character. No person shall employ any red, yellow, green, or other colored lamp or light in such a manner as to cause confusion or otherwise interfere with vehicular or pedestrian traffic.
- E. *Over Public Property or Public Right-of-Way.* It shall be prohibited to erect or display any type of sign on or over public ROW or other public property, unless the same is erected by the City, County, State or other authorized governmental agency, or with the permission of the City (in its sole discretion), for public purposes.
- F. *Signs on Utility Poles.* No person shall erect or display any sign except as specifically authorized by section 21.11.5 on any utility pole located upon any public right-of-way or utility easement.
- G. *Private Property.* No sign shall be located on private property without the consent of the owner of the premises, including signs located on trees, light poles or mail boxes.
- H. *Dilapidated Signs.* No sign shall be permitted which is deteriorated, dilapidated or in danger of falling or otherwise unsafe.
- I. *Signs in Violation.* No sign shall be permitted that does not comply with any applicable provisions of the building code, this UDC, or any other applicable laws, ordinances, codes or regulations of the City.
- J. *Home Occupation Signs.* No exterior home occupation signs shall be permitted unless otherwise specifically authorized in another applicable section of this UDC.
- K. *Non-Motorized or Portable Signs.* No trailer type, non-motorized signs using wheels and axles as the primary support shall be permitted.
- L. *Off Premise Signs.* Except as set forth elsewhere in this Article, all off premise signs not legally existing on February 19, 2008 are prohibited except that the following signs may be permitted provided they otherwise meet the applicable requirements of this Article:
  - 1. Community Service Signs;
  - 2. Garage Sale Signs;
  - 3. Official Government Signs;



4. Historical Markers and Plaques;
5. Political Signs;
6. Real Estate Signs;
7. Temporary Signs;
8. Traffic Signs;

M. *Bandit Signs.*

N. *Painted Signs.* No sign shall be permitted which is painted on the wall of any building or on any part of a building.

O. *Other Signs.* Except as set forth elsewhere in this Article, any signs not specifically permitted by this Article are prohibited within the City and its ETJ.

P. Wind driven signs including feather flags and inflatable / balloon sign are prohibited regardless of size.

#### **Sec. 21.11.17. Temporary Signs.**

- A. *General.* Notwithstanding any other provisions of this Article, this section shall be applicable to all temporary signs identified in this Article.
- B. *Maximum Area.* The maximum area permitted for temporary signs shall not exceed Thirty Six Square Feet (36 sq.ft.).
- C. *Maximum Height.* The maximum height permitted for temporary signs shall not exceed Six Feet (6ft
- D. *Minimum Setback.* The minimum setback for all temporary signs shall be fifteen feet (15') from any property line.
- E. *Time Limitations.* Temporary freestanding signs shall be permitted for a maximum of 180 days per calendar year. No additional temporary sign permit shall be issued for the same property or business for a period of fourteen (14) days after the expiration of the previous permit. There shall be no limit to the number of temporary sign permits that may be issued for a particular property or business. The cumulative total number of days for which all temporary sign permits issued for a property or business shall not exceed 180 calendar days.
- F. *Number of Signs.* No more than two (2) types of temporary signs shall be permitted per business or tenant at any given time.

**Sec. 21.11.6. Prohibited Signs.**

- A. *Obscene Signs.* No person shall erect or display on any site a sign in which the dominant theme of material taken as a whole appeals to the prurient interest in sex, and is patently offensive because it affronts current community standards relating to the description or representation of sexual matters, and is utterly without redeeming social literary, artistic, political, and scientific value, according to contemporary community standards.
- B. *Obstructing Doors, Windows or Fire Escapes.* No person shall erect or display on any site any sign that prevents free ingress to or egress from any door, window or fire escape.
- C. *Obstructing Vision/Sight Triangle.* No person shall erect or display on any site any sign in such a manner as to obstruct free and clear vision of moving vehicles at any location, street intersection, or driveway. All signs placed at any intersection shall prevent such problem by observing a visibility triangle (see definition of visibility triangle).
- D. *Interference With Traffic.* No sign shall be permitted which interferes with vehicular or pedestrian traffic as a result of the position, size, shape, movement, color, fashion, manner, or intensity of illumination, or any other characteristics causing such interference. No person shall erect or allow to be displayed any sign in such a manner as to interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, including, signs making use of the words "stop", "go", "look", "slow", "danger", or any other similar word, phrase, symbol or character. No person shall employ any red, yellow, green, or other colored lamp or light in such a manner as to cause confusion or otherwise interfere with vehicular or pedestrian traffic.
- E. *Over Public Property or Public Right-of-Way.* It shall be prohibited to erect or display any type of sign on or over public ROW or other public property, unless the same is erected by the City, County, State or other authorized governmental agency, or with the permission of the City (in its sole discretion), for public purposes.
- F. *Signs on Utility Poles.* No person shall erect or display any sign except as specifically authorized by section 21.11.5 on any utility pole located upon any public right-of-way or utility easement.
- G. *Private Property.* No sign shall be located on private property without the consent of the owner of the premises, including signs located on trees, light poles or mail boxes.
- H. *Dilapidated Signs.* No sign shall be permitted which is deteriorated, dilapidated or in danger of falling or otherwise unsafe.
- I. *Signs in Violation.* No sign shall be permitted that does not comply with any applicable provisions of the building code, this UDC, or any other applicable laws, ordinances, codes or regulations of the City.
- J. *Home Occupation Signs.* No exterior home occupation signs shall be permitted unless otherwise specifically authorized in another applicable section of this UDC.
- K. *Non-Motorized or Portable Signs.* No trailer type, non-motorized signs using wheels and axles as the primary support shall be permitted.
- L. *Off Premise Signs.* Except as set forth elsewhere in this Article, all off premise signs not legally existing on February 19, 2008 are prohibited except that the following signs may be permitted provided they otherwise meet the applicable requirements of this Article:
  - 1. Community Service Signs;
  - 2. Garage Sale Signs;
  - 3. Official Government Signs;

4. Historical Markers and Plaques;

5. Political Signs;

6. Real Estate Signs;

7. Temporary Signs;

8. Traffic Signs;
- M. *Bandit Signs.*
- N. *Painted Signs.* No sign shall be permitted which is painted on the wall of any building or on any part of a building.
- O. *Other Signs.* Except as set forth elsewhere in this Article, any signs not specifically permitted by this Article are prohibited within the City and its ETJ.
- P. Wind driven signs including feather flags and inflatable / balloon sign are prohibited regardless of size.

Sec. 21.11.17. Temporary Signs.

- A. *General.* Notwithstanding any other provisions of this Article, this section shall be applicable to all temporary signs identified in this Article.
- B. *Maximum Area.* The maximum area permitted for temporary signs shall not exceed **Thirty Six Square Feet (36 sq.ft.).** ~~the following:~~

Table 21.11.17A Maximum Area of Temporary Signs	
Areas with Limited Access	32 sq. ft. per face or ten percent (10%) of the building façade, whichever is less
Areas with Unlimited Access	24 sq. ft. per face or seven percent (7%) of the building façade, whichever is less
All Other Streets	16 sq. ft. per face or five percent (5%) of the building façade, whichever is less

- C. *Maximum Height.* The maximum height permitted for temporary signs shall not exceed **Six Feet (6ft.).** ~~the following:~~

Table 21.11.17B Maximum Height of Temporary Signs	
Areas with Limited Access	6 feet
Areas with Unlimited Access	4 feet
All Other Streets	3 feet

- D. *Minimum Setback.* The minimum setback for all temporary signs shall be fifteen feet (15') from any property line.
- E. *Time Limitations.* Temporary freestanding signs shall be permitted for a maximum of 180 days per calendar year. No additional temporary sign permit shall be issued for the same property or business for a period of fourteen (14) days after the expiration of the previous permit. There shall be no limit to the number of temporary sign permits that may be issued for a particular property or business. The cumulative total number of days for which all temporary sign permits issued for a property or business shall not exceed 180 calendar days.

- F. *Number of Signs.* No more than two (2) types of temporary signs shall be permitted per business or tenant at any given time.

# Ordinance 25-S-004

UDC Amendment for Article 11 Section 21.11.6 Prohibited Signs and  
Section 21.11.17 Temporary Signs

**Emily Delgado | Planning Manager**



# Background

- At the November 12, 2024, City Council Workshop meeting, the Planning Division gave a presentation / workshop regarding updating the UDC for blowup signs and flags for advertising.
- At the November 19, 2024, City Council meeting staff gave an additional workshop / presentation to further discuss proposed UDC amendments.
- Based on these two workshops it was discussed that the current regulations for temporary signs should be modified to increase the maximum height and maximum area. Additionally, there should be clarity on the prohibition for wind driven signs such as feather flag signs and inflatable signs.
- Public Hearing Notice was published on December 18<sup>th</sup> for the January 7<sup>th</sup> City Council meeting.

# Types of Temporary Signs:

Wind Sign



“A” Frame Sign



Balloon Sign



Banner Sign



Bandit Sign



# Current UDC Article 11 Section 21.11.17 Temporary Signs:

- Maximum Area based on street classification:

Areas with Limited Access	32 sq. ft. per face or 10% of the building façade, whichever is less
Areas with Unlimited Access	24 sq. ft. per face or 7% of the building façade, whichever is less
All Other Streets	16 sq. ft. or 5% of the building façade, whichever is less

- Maximum Height based on street classification:

Areas with Limited Access	6 Feet
Areas with Unlimited Access	4 Feet
All Other Streets	3 Feet

Examples of Limited Access: IH 35 and IH 10

Examples of Unlimited Access: FM 78, FM 482, FM 1103, FM 1518, FM 2252, FM 3009, Schertz Parkway

# Current UDC Art. 11 Sect. 21.11.17 Temporary Signs Continued:

- Minimum Setback:
  - Setback for all temporary signs shall be fifteen feet (15') from any property line.
- Time Limitations:
  - Temporary freestanding signs shall be permitted for a maximum of 180 days per calendar year.
  - No additional temporary sign permit shall be issued for the same property or business for a period of fourteen (14) days after the expiration of the previous permit.
  - There shall be no limit to the number of temporary sign permits that may be issued for a particular property or business.
  - The cumulative total number of days for which all temporary sign permits issued for a property or business shall not exceed 180 calendar days.
- Number of Signs:
  - No more than two (2) types of temporary signs shall be permitted per business or tenant at any given time.

## Proposed UDC Amendments:

Article	UDC Section	Current UDC	Proposed Amendment
11	21.11.6- Prohibited Signs	Currently wind driven / feather flags / inflatable / balloon signs are not in the listed of Prohibited Signs.	Wind driven signs including feather flags and inflatable / balloon signs are prohibited regardless of size.
11	21.11.17.B Maximum Area	<ul style="list-style-type: none"> <li>• Areas with Limited Access: 32 sqft per face or 10% of the building façade, whichever is less.</li> <li>• Areas with Unlimited Access: 24 sqft per face or 7% of the building façade, whichever is less.</li> <li>• All Other Streets: 16 sqft per face or 5% of the building façade, whichever is less.</li> </ul>	Thirty-Six Square Feet (36 sq. ft.)
11	21.11.17C Maximum Height	<ul style="list-style-type: none"> <li>• Areas with Limited Access: 6 feet</li> <li>• Areas with Unlimited Access: 4 feet</li> <li>• All Other Streets: 3 feet</li> </ul>	Six Feet (6ft.)



# Proposed UDC Amendments:

## Sec. 21.11.6. Prohibited Signs.

P. Wind driven signs including feather flags and inflatable / balloon sign are prohibited regardless of size.

## Sec. 21.11.17. Temporary Signs.

- A. *General.* Notwithstanding any other provisions of this Article, this section shall be applicable to all temporary signs identified in this Article.
- B. *Maximum Area.* The maximum area permitted for temporary signs shall not exceed **Thirty Six Square Feet (36 sq.ft.)**. ~~the following:~~

Table 21.11.17A Maximum Area of Temporary Signs	
<del>Areas with Limited Access</del>	<del>32 sq. ft. per face or ten percent (10%) of the building façade, whichever is less</del>
<del>Areas with Unlimited Access</del>	<del>24 sq. ft. per face or seven percent (7%) of the building façade, whichever is less</del>
<del>All Other Streets</del>	<del>16 sq. ft. per face or five percent (5%) of the building façade, whichever is less</del>

- C. *Maximum Height.* The maximum height permitted for temporary signs shall not exceed **Six Feet (6ft.)**. ~~the following:~~

Table 21.11.17B Maximum Height of Temporary Signs	
<del>Areas with Limited Access</del>	<del>6 feet</del>
<del>Areas with Unlimited Access</del>	<del>4 feet</del>
<del>All Other Streets</del>	<del>3 feet</del>

# UDC SECTION 21.4.7.D Criteria for Approval

## 1. The proposed amendment promotes the health, safety, or general welfare of the City.

- The proposed amendments
  - allow greater flexibility / larger temporary signs
  - increases the maximum height and maximum area for temporary
  - businesses will still be required to obtain a temporary sign permit which also ensures orderly development of the City
  - increase clarity on prohibited signs

# UDC SECTION 21.4.7.D Criteria for Approval

## 2. An amendment to the text is consistent with the goals, objectives and policies of this UDC and the City

- Consistent with the goals and desires of the City Council as discussed at the November 19 City Council workshop.
- Allows greater flexibility, which is consistent with other UDC Amendments that have been approved.
- UDC amendment that clearly prohibits feather flags and inflatable signage, it is clearer for business owners and applicants on what is allowed as a temporary sign in the City of Schertz.

# UDC SECTION 21.4.7.D Criteria for Approval

**3. The proposed amendment corrects an error, meets the challenge of changing conditions, or is in response to changes in state law;**

- Meets the changing conditions / desires of the City Council
- Adds clarity on temporary signs that are not desired
- More clearly prohibits the use of feather flags and inflatable signs
- Proactively will allow businesses to have larger temporary signs and to have consistent height and area maximums for all businesses regardless of the property location.

# UDC SECTION 21.4.7.D Criteria for Approval

## 4. Other factors which are deemed relevant and important in the consideration of the amendment.

- Staff has ensured all UDC requirements have been met for the proposed Unified Development Code Amendments.



# Recommendation

- **Staff Recommendation:**

- Staff recommends approval of Ordinance 25-S-004 amendment to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC), Article 11, Section 21.11.6 Prohibited Signs and Section 21.11.17 Temporary Signs

- **Planning & Zoning Commission Recommendation:**

- The Planning and Zoning Commission met on December 4, 2024, held a public hearing, and made a recommendation of approval to City Council with a 6-0 vote.

# UDC Article 16 Definitions:

- Temporary Sign: Any sign identified by this UDC which is intended to be displayed for seasonal or brief activities including, but not limited to, sales, specials, promotions, holidays, auctions, and/or business grand openings.
- Wind Sign: Any display or series of displays, banners, flags, pennants or other such objects designed and fashioned in such a manner as to move when subjected to wind pressure. Wind signs shall only be permitted as temporary signs.
- "A" Frame Sign: A temporary sign constructed in such a manner as to form an "A" or a tent-like shape, hinged or not hinged at the top with each angular face held at an appropriate distance so as to be adequately secured by a supporting member. These signs may also be referred to as sandwich board signs.

# UDC Article 16 Definitions:

- **Balloon Sign:** One or more inflatable devices filled with lighter-than-air gas used as a temporary sign for the purpose of directing attention to any location, event, person, product, good, service, activity, institution or business.
- **Banner Sign:** A temporary sign constructed of a natural or man-made flexible material including, but not limited to, cloth, canvas, vinyl, or fabric which can be easily folded or rolled that is mounted with or without an enclosing framework that is attached or tethered to the building or structures.
- **Pennant:** Any long, narrow, usually triangular flag composed primarily of cloth, paper, fabric or other similar non-rigid material which may be used as a temporary sign to announce grand openings and/or special events.
- **Bandit Sign:** Any temporary ground sign announcing a subdivision, new development or builder. *(Bandit Signs are Prohibited per UDC Section 21.11.6)*

CITY COUNCIL MEMORANDUM

**City Council Meeting:** January 21, 2025  
**Department:** City Secretary  
**Subject:** Resolution 25-R-005 - Approving a Utility Service Extension Request for the Woman Hollering Townhomes (B.James/K.Woodlee)

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**BACKGROUND**

When a property within the City Limits of the City of Schertz is proposed for development and is within the City's area of Certificate of Convenience and Necessity (CCN), the connection to the City's water and/or wastewater utilities is reviewed and processed through established procedures of the platting process. In the past, when a property outside the City Limits was proposed for development and there was a need for City water and/or wastewater service, it was required that the property be annexed into the City. Subsequent to annexation, the platting process would take place. The City cannot require annexation as a condition to provide utility services to a property within its CCN. As a result the UDC was amended via Ordinance 24-S-14 to instead require that the developer submit a request for Utility Service Extension. According to the UDC, authority to approve the request lies with City Council. Once approved, the developer may submit for permits to construct the necessary improvements in order to be served by the City's utility infrastructure.

The proposed development is approximately 30.48 acres situated along FM 1518 on the north side of its intersection with Woman Hollering Road (12535 Woman Hollering Road). The developer proposes to construct **a multifamily or townhome development** with up to 230 living unit equivalents (LUEs) and desires to connect to public water and wastewater systems. Staff has evaluated the request based on existing water and wastewater facilities, flows expected to be generated by the proposed development, and the projection of other future flows from the vicinity. Adequate capacity in both the water distribution system and the wastewater collection system currently exists to serve the development. The following criteria should be considered for final action determination.

1. Whether the proposed development to be served by the extension is consistent with the Comprehensive Land Plan.

The property lies within areas designated as Complete Neighborhood and Local Corridor. A mixture of housing types and multifamily developments are identified as appropriate in those areas.

2. Whether the extension is proposed to be constructed in accordance with all applicable City ordinances, resolutions, regulations, and standards.

The utility extensions and connections will be constructed in accordance with applicable City standards.

3. Whether it is feasible to annex the property, and any intervening property which is needed for utility rights-of-way, into the City.

If requested by the property owner, the property could be annexed into the City. No additional rights-of-way across the property are currently identified as being needed.

4. Whether the utility extension would compromise the City's ability to timely provide adequate water or wastewater facilities to property inside the City.

The proposed extensions are not expected to compromise the City's ability to provide timely

and adequate water or wastewater facilities to property inside the City Limits.

5. Whether the utility extension will lead to premature development that cannot be served efficiently and timely by roadway, drainage, or park facilities.

The proposed extensions will not lead to premature development that cannot be served by existing roadway, drainage, or park facilities.

6. Whether the utility extension is financially feasible given the proposed means of financing the extension.

The proposed extensions will be paid for by the developer.

7. Whether the utility extension will lead to significant degradation of water quality or other environmental resources, either from construction of the water or wastewater improvements, development of the property owner's land, or development of other land that may be served through the extended facilities.

The proposed extensions are not expected to lead to significant degradation of environmental resources.

8. Whether the property owner proposes to extend wastewater facilities without utilizing City water facilities.

The property owner proposes to extend and be served by both City wastewater and City water facilities.

9. The extent to which the proposed agreement promotes the health, safety, or general welfare of the City and the safe, orderly, efficient and healthful development of the City.

By following City standards and extending utilities to provide for future extension beyond the proposed development, the extensions and proposed development of the property will allow for orderly development and is not expected to jeopardize the safe, efficient, and healthful development of the City.

## **GOAL**

The goal of the resolution is the approval of the water and wastewater Utility Extension Request for the proposed development known as the Woman Hollering Townhomes.

## **COMMUNITY BENEFIT**

By allowing the extension of public utilities to the proposed Woman Hollering Townhome development, a short extension of the sanitary sewer main will be constructed to provide a connection point for several parcels within the City's CCN and the City Limits. Also, without approval of the service extension request, the property might still be developed, although at a lower density but with on-site septic facilities which are not desirable if public facilities are nearby and accessible.

## **SUMMARY OF RECOMMENDED ACTION**

Staff recommends that Council approve the request for Utility Service Extension for City of Schertz Public Water and Wastewater infrastructure to the proposed Woman Hollering Townhomes project.

## **RECOMMENDATION**

Approve Resolution 25-R-005.

---

### **Attachments**

Resolution 25-R-005

Vicinity Map

Utility Service Extension Request





**RESOLUTION NO. 25-R-005**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, APPROVING A UTILITY SERVICE EXTENSION REQUEST FOR WATER AND WASTEWATER UTILITIES TO THE PROJECT KNOWN AS THE WOMAN HOLLERING TOWNHOMES**

WHEREAS, the City of Schertz (the “City”) provides retail water and wastewater service under Certificates of Convenience and Necessity (CCNs) issued by the Public Utility Commission of Texas (PUC) to certain areas in Bexar County; and

WHEREAS, the property on the north side of the intersection of Woman Hollering Road and FM 1518 is outside the City Limits of the City but within the City’s water and wastewater CCNs; and

WHEREAS, the developer of the property on the north side of the intersection of Woman Hollering Road and FM 1518 (12535 Woman Hollering Road) proposes a project known as the Woman Hollering Townhomes and has submitted a Utility Service Extension Request to be served by City water and wastewater without being annexed into the City; and

WHEREAS, the City Council has determined that the criteria for approval of the Utility Service Extension Request as set forth in Unified Development Code (UDC) Section 21.4.11 are being met.

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

Section 1. The City Council hereby approves the Utility Service Extension Request for the project known as the Woman Hollering Townhomes thereby allowing the submittal of applications for, construction of, and connection to City water and wastewater utilities for up to 230 living unit equivalents (LUEs).

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 \_\_\_\_\_, 2025.

CITY OF SCHERTZ, TEXAS

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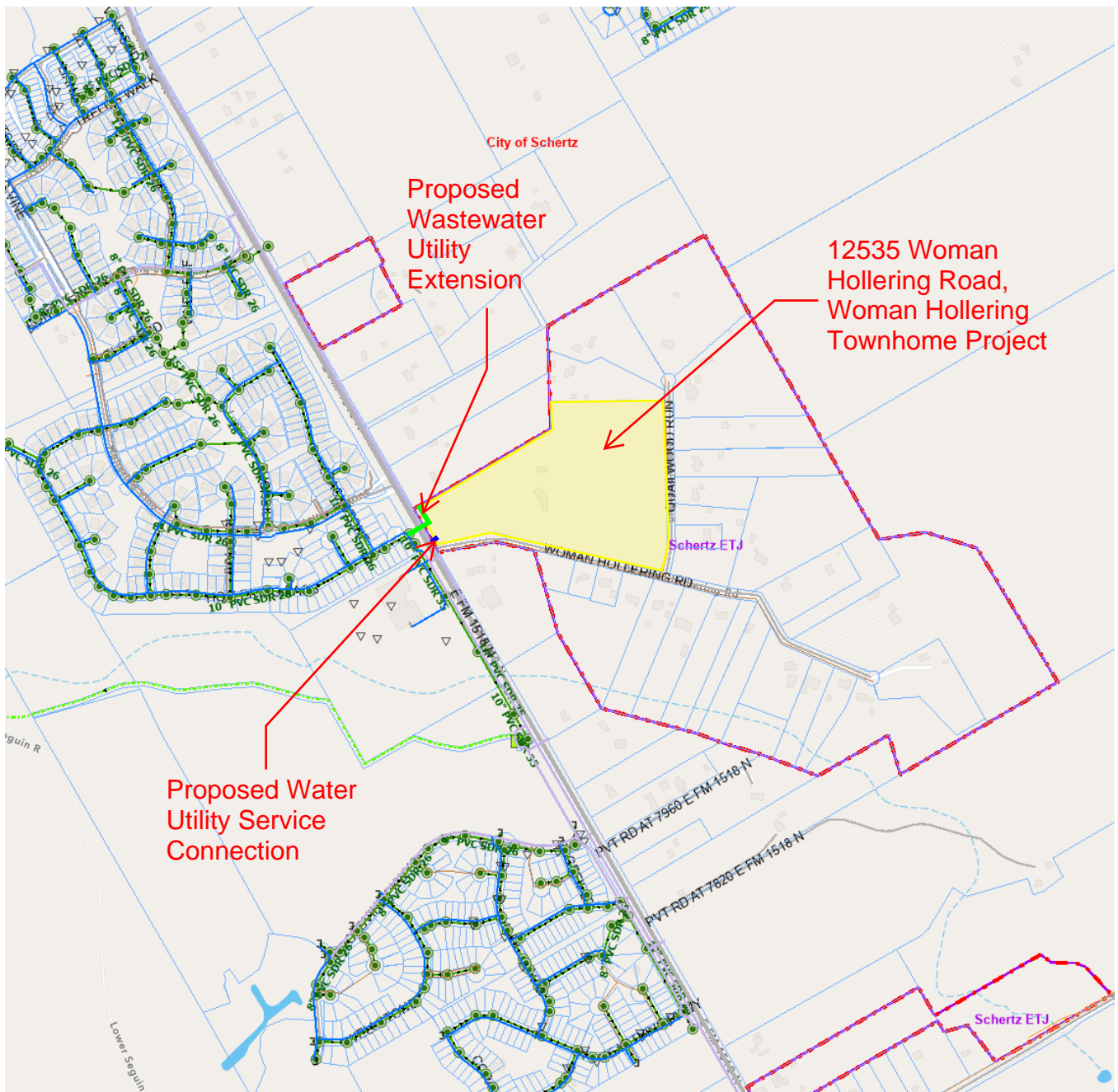
Ralph Gutierrez, Mayor

ATTEST:

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Sheila Edmondson, City Secretary

(CITY SEAL)



RESOLUTION 25-R-005  
UTILITY SERVICE EXTENSION REQUEST (WATER AND  
WASTEWATER) FOR WOMAN HOLLERING TOWNHOMES



CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT

May 21<sup>st</sup>, 2024

City of Schertz  
Attn: Kathryn Woodlee  
City Engineer  
11 Commercial Place  
Schertz, TX 78154

Re: Woman Hollering Townhomes – Service Extension Request (SER)

Ms. Woodlee,

The Woman Hollering project is located in a 30.48-acre tract at 12535 Woman Hollering Road, in the Extraterritorial Jurisdiction of the City of Schertz, Texas. The property is located west of FM 1518 and north of Woman Hollering Road, a private roadway owned by a third-party individual in the Tom Williams subdivision. The subject tract used to have an existing single-family home that was recently demolished. The property is currently vacant/undeveloped and is proposed to be developed with up to 230 residential units, which could be townhomes or apartments with a proposed clubhouse, which would equal but not exceed 230 LUEs. No subdivision of the land is being proposed; the City of Schertz issued a “Certificate of Determination” in March 13, 2023 acknowledging that the City will not require platting given that the property is located in the ETJ.

This letter is being submitted to serve as the Service Extension Request (SER) for water (domestic, irrigation and fire flow) and wastewater services for this project. Per previous discussions with City staff, no water line extension will be required along Woman Hollering Road, a private dead-end road, where an existing 4” water line is already in place serving the properties in the cul-de-sac, and where no additional development is feasible due to the nature of the lot and street layout. A water meter is proposed to connect to the existing City of Schertz 12” water line on the west side of FM 1518 to serve the proposed Woman Hollering development; the proposed water meter size will be determined with site plan design when fixture unit counts become available. For wastewater service, an 8” wastewater line is proposed to be extended along the property’s frontage on the west side of FM 1518 and connect to the existing City of Schertz wastewater system on the east side of FM 1518. Per the wastewater analysis performed, the proposed 8” line will have adequate capacity to handle the 230 LUEs and estimated I&I (16,100 gpd) for the Woman Hollering development. An exhibit showing the proposed wastewater line extension and water meter is included with this submittal.

A “Will Serve Letter” was issued by the City of Schertz on December 6<sup>th</sup>, 2022, confirming the City’s availability to provide water and wastewater services for the Woman Hollering project. This SER is being submitted as the next step in the development process to show the proposed public improvements and confirm that water and wastewater capacity will be reserved in the City’s public utility systems for the requested 230 LUEs that are anticipated for the project.

Should there be any questions or comments, please do not hesitate to contact me via email at [claudiam@malonewheeler.com](mailto:claudiam@malonewheeler.com) or by phone at 512-618-0437. Thank you for your efforts on this project.





Sincerely,  
Malone Wheeler, Inc.

Claudia Morlotti, E.I.T.  
Assistant Project Manager



**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Parks, Recreation & Community Service  
**Subject:** Workshop Discussion on the Integration of Space Force into Veterans Memorial Plaza (S.Gonzalez/L.Shrum)

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**BACKGROUND**

The Schertz Veterans Memorial Plaza was officially dedicated to the city on November 11, 2014 after an extensive fundraising effort by a citizens' committee. At the time, there were only 5 branches of the military and the traditional pentagon shape was chosen for the plaza design. In 2019, the Space Force Branch was created and thus there is a need to incorporate the new branch permanently into the plaza. Currently, a temporary freestanding flag pole for the Space Force is brought into the plaza for the Memorial Day and Veterans Day ceremonies, respectively.

City staff began working with the landscape architect firm, LUCK Design Group, to facilitate incorporating the Space Force Branch into the plaza in a meaningful and appropriate way. The design challenge of incorporating 6 branches into a pentagon shape and maintaining a balanced plaza that is pleasing to the eye, was difficult, and various iterations were discussed. City staff did not want to eliminate the work that was done by the citizen committee with the 5-point pentagon and 5-point star design in the pavers, so it was ultimately decided the best course of action was to add an equivalent break on each side of the pentagon to match the two sides that already had a break with a sidewalk entrance. This way, all sides of the pentagon would have an equidistant break in the middle of the side and two additional monuments would be added instead of just 1 monument for Space Force, so there will now be 8 granite monuments with 8 flags immediately behind each monument.

City staff discussed the design proposal with two different citizen groups to gather feedback - The Chamber Military Affairs Committee (MAC) at their meeting on November 6, 2024 and the Parks & Recreation Advisory Board at their meeting on November 18, 2024. Both groups had positive feedback on the proposed design and the MAC Committee assisted city staff with appropriate order and wording of monuments.

The original order discussed was:

1. POW/MIA
2. Army
3. Navy
4. Marine Corps
5. Air Force
6. Space Force
7. Coast Guard
8. Gold Star

After having these discussions with the MAC Committee, staff realized that the POW/MIA flag was already in the center of the plaza and moving that flag out of the center, would then cause an imbalance in the centered flags in the middle of the pentagon. Thus, city staff is proposing that we incorporate a monument and flag for Purple Heart recipients.

The new proposed order is:

1. Army
2. Navy
3. Marine Corps
4. Air Force
5. Space Force
6. Coast Guard
7. Purple Heart
8. Gold Star

## **GOAL**

Incorporate the Space Force Branch into the Veterans Memorial Plaza in a way that makes sense for the design of the plaza.

## **COMMUNITY BENEFIT**

The Schertz Veterans Memorial Plaza honors the men and women who serve or have served in the Armed Forces of the United States of America - past, present, and future. The community regards veterans in high esteem and hosts Memorial Day and Veterans Day ceremonies at the plaza, respectively, as well as occasional JROTC activities.

## **SUMMARY OF RECOMMENDED ACTION**

Approval of the proposed design to incorporate the Space Force branch into the Schertz Veterans Memorial Plaza.

## **RECOMMENDATION**

Approval of the proposed design to incorporate the Space Force branch into the Schertz Veterans Memorial Plaza.

---

## **Attachments**

Veterans Plaza Space Force Addition presentation

# VETERANS MEMORIAL PLAZA SPACE FORCE ADDITION

City Council Meeting – January 21, 2025

Lauren Shrum | Director | Parks, Recreation and Community Services

## Landscape Architect:

- LUCK Design Team

## Focus Groups:

- The Chamber Military Affairs Committee (MAC) – November 6, 2024
- Parks & Recreation Advisory Board – November 18, 2024
- Ruth Tienor & Original Committee – via emails
- City Council – January 21, 2025



- |                 |                 |
|-----------------|-----------------|
| 1. Army         | 5. Space Force  |
| 2. Navy         | 6. Coast Guard  |
| 3. Marine Corps | 7. Purple Heart |
| 4. Air Force    | 8. Gold Star    |





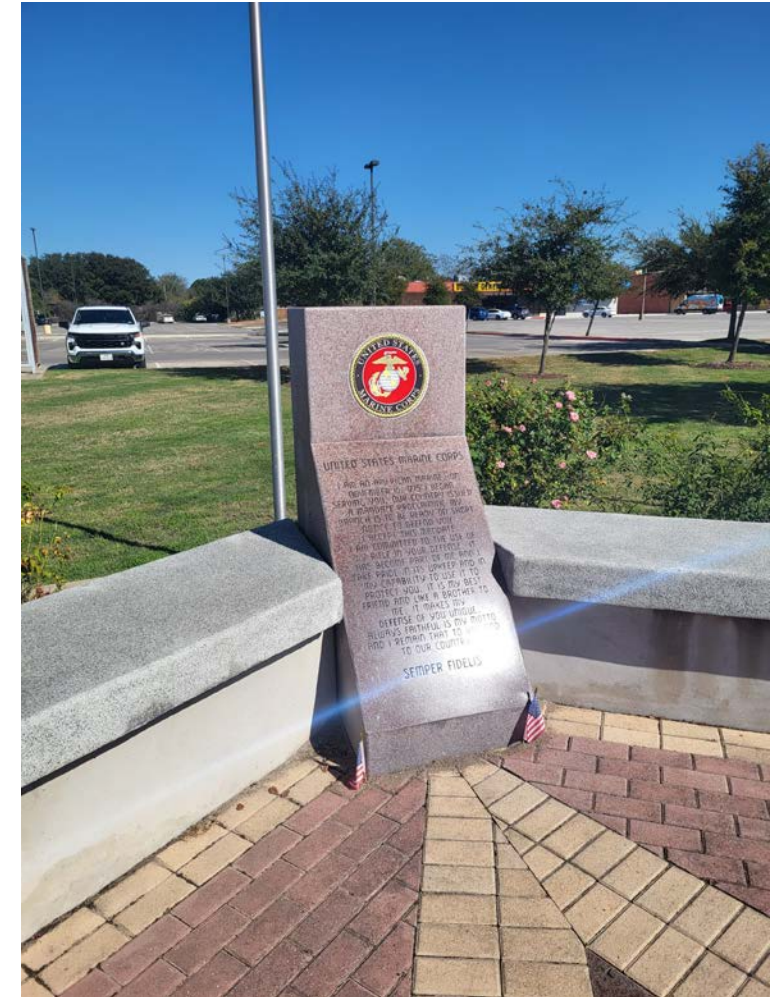
# COST AND TIMELINE

Estimated cost is \$60,000

- Funded through Parks General Fund
- Granite memorials (3 pedestal stones, inset medallions, engraving, freight) - \$50,000
- Pink granite from Vermillion Bay, Ontario, Canada
- Concrete, 3 additional flag poles and flags - \$10,000

Timeline: 17 weeks

- Pushing for Completion by Memorial Day 2025



# COMMENTS AND QUESTIONS

**CITY COUNCIL MEMORANDUM**

**City Council Meeting:** January 21, 2025  
**Department:** Engineering  
**Subject:** January 2025 Quarterly Streets Update

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**BACKGROUND**

Engineering and Public Works will present a quarterly update on the status of various street projects. The update will include the current status of the SPAM projects and information on various street repairs and crack sealing efforts.

---

**Attachments**

January 2025 Streets Update Presentation



# SCHERTZ STREET PRESERVATION AND MAINTENANCE

January 21, 2025, City Council Workshop

Robert Martinez | Street Maintenance Supervisor

John Nowak, P.E. | Assistant City Engineer

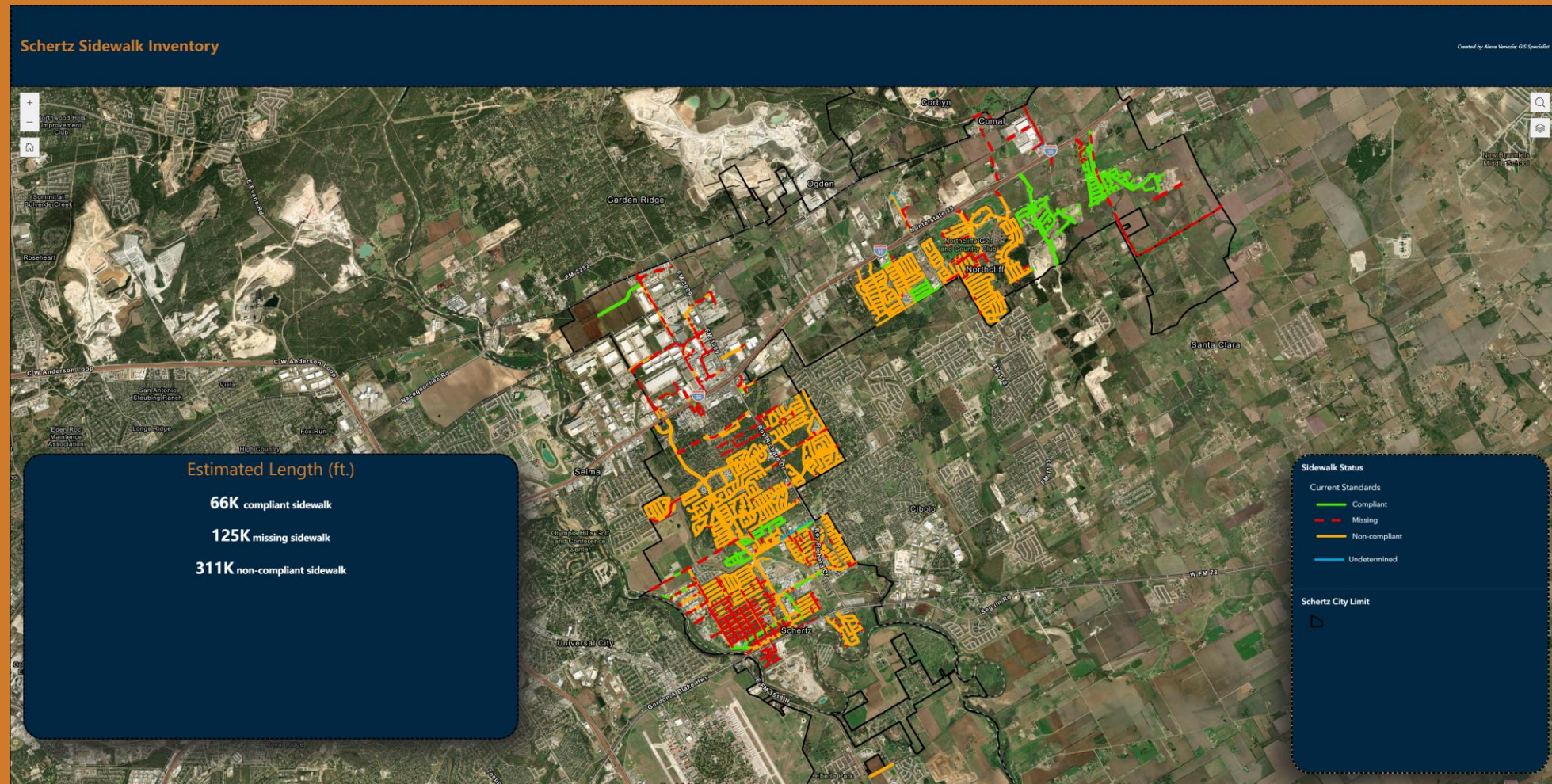
**SCHERTZ**  
COMMUNITY. SERVICE. OPPORTUNITY.







# Schertz Sidewalk Inventory Dashboard





# Streets Maintenance: Crack Seal Program 2024

October 1<sup>st</sup> through December 31<sup>st</sup>, 2024

Miles Completed: 1.68

Crack Sealant: 45 Boxes

Morning Dr. - .36mi

Cliffside Dr. - .34mi

Turnabout Loop - .33mi

Stoney Brook Dr. - .01mi

Elbel Rd. - .64mi





# Streets Maintenance Progress Summary 2024

October 1<sup>st</sup> through December 31<sup>st</sup>, 2024

Street Issues (10/1/24-12/31/24): 21

Potholes (10/1/24-12/31/24): 305

UPM (Pothole Patch Material) – 13.5 tons

Asphalt Hot Mix Tons – 176.97 tons

## Street Repairs:

4120 Cherry Tree

Cibolo Valley Dr.

Elbel Rd.

Exchange Ave.



# 2024 SPAM PROJECTS

## Resurfacing Project

- Construction underway
  - Concrete and Base repairs complete in the Northcliffe area
  - Concrete and base repairs partially complete in Kensington Ranch and Savannah Bluff areas
  - Slurry seal application expected in Spring
- Cost: \$2,400,000 (not to exceed amount)

## Rehabilitation Project

- Advertising for bids started this month
- Bid opening February 13, 2025
- Anticipated contract award March 4, 2025

## Project Modifications

- Schertz Forest street work removed from project and combined with water line replacement project.
- Columbia Drive removed from project as it needs more work than just resurfacing



# COLUMBIA RECOMMENDATION

Street has Rapidly Deteriorated as Project was Designed

- Soils are moving around
- Pavement surface movement
- Base failure areas have grown
- Large cracks through the pavement

## Recommendation

- Reconstruction with subgrade stabilization
  - Will reduce the subgrade movement
  - Maintains service life
  - More costly – 50% increased cost (approx. \$1,000,000 more)

# 2025 SPAM PROJECTS

## Resurfacing Project

- Scope and Fee proposal for design being prepared by consultant
- Task Order for design expected for approval in February
- Areas include: Rio Vista, The Village, Jonas Woods, Woodbridge, and Woodland Oaks subdivisions; Verde Enterprise Business Pkwy; Mid Cities Pkw; Corridor Loop Road; Bell North; Baugh Ln; Four Oaks Ln; and Wiederstein Rd from Schertz Parkway to FM 3009.

## Rehabilitation Project

- Scope and Fee proposal for design being prepared by consultant
- Task Order for design expected for approval in February
- Kramer Farm subdivision

# OTHER STREET PROJECTS

## Buffalo Valley South

- Construction contract awarded
- Expected to start this Spring
- Water and sewer line replacement and street rehabilitation

## Schertz Forest

- Street work combined with water line replacement through the subdivision
- One segment of Robin Hood Way will need reconstruction
- Task Order for water line replacement and additional design effort expected for approval February 4<sup>th</sup>

## Boenig Reconstruction

- Minor widening and drainage improvements from Ware Seguin to Graytown
- Includes intersection modifications at Ware Seguin
- Design Task Order on tonight's agenda for approval

# OTHER STREET PROJECTS

## Lower Seguin Road

- Preliminary design almost complete
- Environmental clearance effort underway
- Final design Task Order expected for approval on February 4<sup>th</sup>
- Continue coordination with Randolph and DCIP funding coordinator

## Main Street

- Still coordinating with GVEC on their relocation efforts
- Providing an update to the Main Street Committee this month
- Expected to bid the water and sewer replacement work Late Spring
- GVEC expects to start modifying existing overhead wiring on Exchange this Summer (necessary to allow moving facilities on Main Street underground)

## Lookout Road

- Still coordinating with CPS and other utilities for addressing utility conflicts
- Acquisition of right-of-way will start later this month

# COMMENTS AND QUESTIONS



# CONTACT US

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