

DRAFT

MINUTES REGULAR MEETING August 5, 2025

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 5, 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 Tim Brown; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Paul Macaluso; Councilmember Ben Guerrero; Councilmember Robert Westbrook; Councilmember Allison Heyward

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 Guerrero)

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

Discussion and Action Items

1. **Appointment of Mayor Pro Tem** - Discussion, consideration, and/or action regarding the confirmation, appointment, or election of the Mayor Pro Tem. (Mayor/Council)

Mayor Gutierrez stated that Councilmember Brown was next in the rotation to serve as Mayor Pro Tem and asked for a motion to approve the appointment.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson.

Aye: Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Paul Macaluso, Councilmember Ben Guerrero, Councilmember Allison Heyward, Councilmember Tim Brown.

Passed

- **Oath of Office**

Deputy City Secretary Sheree Courney administered the Oath of Office to Mayor Pro Tem Tim Brown.

Employee Recognition

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

- **Neighborhood Services:** Justin Langford-Code Enforcement Officer
- **Public Works Utilities:** Robert Linares-Water/Wastewater Worker 1; Anthony Luna-Water/Wastewater Worker 1

City Events and Announcements

- **Announcements of upcoming City Events** (B.James/S.Gonzalez)
Assistant City Manager Sarah Gonzalez stated there are no scheduled events before the next City Council Meeting on August 19, 2025.
- **Announcements and recognitions by the City Manager** (S.Williams)
City Manager Steve Williams announced the following staff promotions:
 - Oscar Medina promoted to Systems Administrator (IT)
 - Danny Castro promoted to Sergeant (PD)
 - Benjamin Ekomo promoted to Police Cadet (PD)
 - Lizzi Bertoia promoted to Library Director

Mr. Williams attended the Texas Crime Prevention Association Meeting in College Station where the city received four statewide awards:

1. Outstanding Crime Prevention Agency for all small agencies to the Police Department
2. Outstanding Media Award for print media for Public Affairs Department
3. Outstanding Corporate/Business Award for our Schertz-Cibolo Emergency Clinic
4. Outstanding Crime Prevention Manager to Police Chief Lowery

Mr. Williams recognized Officer Anna Kraft who was selected to serve on the TCPA Board of Directors as Third Vice President.

Mr. Williams shared that the City of Schertz was named the number one safest suburb in the San Antonio area and 87th in the nation.

He stated that the Police Department wanted to extend their gratitude to the residents of Schertz for their outpouring of support for the 70+ animals taken into the shelter due to a cruelty investigation.

Reminder from Chief Lowery that school starts for SCUCISD on Thursday, August 14th, so please slow down, pay attention in school zones, be patient, and stay off of your phone.

Mr. Williams closed his comments with a note from Mr. Roger Aston, a resident of East Live Oak Road, who expressed his thanks to the Public Works Department for the quick repair of a water main break.

● **Announcements and recognitions by the Mayor (R.Gutierrez)**

Mayor Gutierrez reiterated that the City of Schertz is ranked 87th safest city in the nation. He stated this is a testament to our first responders and our community. He also stated that the city is deeply moved by the outpouring of support from the community in response to the recent situation with the 70+ animals brought to the Animal Shelter. The generosity, compassion, and swift action made an incredible difference to the pets that were recovered.

It was noted for the record that Councilmember Robert Westbrook arrived at 6:09 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.

Mayor Pro Tem Brown recognized the following residents:

Sheila Fetter, 108 Henry Ford Drive, stated she has commercial property located at 2901 Ashley Oak. She is unhappy with the new trash service and unable to get assistance from Frontier Waste. Rates have increased 635% for her commercial properties which she can't pass along to her tenants because they all have five-year contracts.

Cristina Dorta, 150 Bentwood Ranch Dr, came forward to promote her non-profit organization, Holy Spirit Special Education Advocacy Firm. The organization helps families with children on 504 plans advocate for their children.

Daniel Jameson, 1000 FM 78, reminded council that the VFW has a breakfast benefit on the 3rd Saturday of every month.

Richard Kunz, 2960 Red Tip, encouraged Council to increase the tax rate to 0.5188 stating that although it's a difficult decision, it is necessary and the benefits far outweigh the cost. It would be shortsighted to save on the tax rate now because it will be at a higher cost down the road.

Dr. Robert Sheridan, 1024 Keanna Place, spoke as a representative of Greater Randolph Area Youth Soccer Association (GRAYSA). Dr. Sheridan stated GRAYSA is a non-profit organization that serves the youth of the community. They are seeking Council approval for operating and maintaining the Schertz Soccer Complex. Dr. Sheridan provided details regarding GRAYSA's history and current standing stating they have the leadership and financial stability needed to manage the complex with no cost to the city. He recognized Ms. Dora Boyle and Ms. Delma Santa Cruz for their achievements in bringing soccer tournaments to Schertz which generates revenue.

Dora Boyle, 2500 Kline Circle, spoke as a representative of the Schertz Youth Soccer Alliance. The alliance is composed of four organizations: Schertz Parks Board (3 members), the Lion's Club (2 members), YMCA (2 members), and GRAYSA (2 members). Each organization is allotted one vote per member of the alliance. GRAYSA does not control the alliance. All decisions are made collaboratively with a focus in mind on what best serves the children and families of our community. She stated that during the budget workshops a comment was made that GRAYSA had every opportunity to maintain the fields. She indicated that was incorrect. GRAYSA has never been given the opportunity to maintain and operate the fields. The city has always approved the authority of all maintenance actions. She went on to state that there was damage to the irrigation system for the fields with the installation of the new lighting causing the grass to die. The system was not repaired for several months.

Maria Dykes, 2932 Lotus Park, is the Guadalupe County Master Gardener volunteer coordinator responsible for Gutierrez Park. She is seeking volunteers, so she asked if the Council was aware of any organization needing volunteer credit to please refer them to her.

Dana Eldridge, 2628 Gallant Fox, stated he walked his neighborhood after about 1/3 of the neighbors had had their trash picked up and counted over 20 trash cans resting at an angle on their lids, a few more lying on their side. He also noted that there was a line of fluid going up the hill being discharged from the truck drawing flies. The City spent \$40,000 on someone to help write a contract. When you up prices, you should keep the services the same.

Barbara Palomo, 700 Maple Drive, provided a handout showing a utility pole that needs to be removed. She stated she has notified the city on many occasions for over a year and nothing has been done. Additionally, there are cars parking on a narrow street where the no-parking sign is missing, and it doesn't have lighting, creating a dangerous thoroughfare. She has been working on this issue for over two years. She is asking Council to intervene to get these two items addressed.

Michelle Meehan, 301 Main Street, provided an update on the Guadalupe County Children's Advocacy Center. They are working on enhancing services to military families. They have a volunteer orientation on August 29, 2025, at 11:30 a.m. at their office in Seguin, and a fund-raiser on September 20, 2025, at 6:00 p.m. at the Schertz Civic Center.

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.

2. **Minutes** – Approval of the minutes from the City Council Workshop Meeting and City Council Regular Meeting on July 15, 2025 (S.Edmondson/S.Courney)
3. **Councilmember Absence** - Approve Councilmember Davis' absence on July 15, 2025, in accordance with City Council Rules of Conduct and Procedure, Article 2.2.2.B.
4. **Appointments, Reappointments, and Resignations - City of Schertz Boards, Commissions, and Committees**

Appointments

Schertz Economic Development Corporation-Steven "Matt" Clingo

5. **Resolution 25-R-096** - Authorizing a Task Order Agreement with Kimley-Horn and Associates, Inc., for Professional Services related to the 2025 Master Thoroughfare Plan and Roadway Impact Fee Update. (B.James/K.Woodlee)
6. **Resolution 25-R-097** - Approving the Schertz/Seguin Local Government Corporation (SSLGC) Annual Budget for Fiscal Year 2025-26. (B.James/L.Busch)
7. **Resolution 25-R-098** - Approving the Schertz/Seguin Local Government Corporation (SSLGC) Fiscal Year 2025-26 Water Rates and other matters in connection therewith. (B.James/L.Busch)
8. **Resolution 25-R-099** - Approving the Amendment of the Cost Allocation Agreement between the Schertz/Seguin Local Government Corporation (SSLGC), the City of Seguin and the City of Schertz. (B.James/L.Busch)
9. **Resolution 25-R-094** - Authorizing an amendment to the Interlocal Agreement with the City of Cibolo for Dispatch Services. (S.Williams/J.Lowery/D.Roman)
10. **Resolution 25-R-086** - Authorizing increasing the not-to-exceed expenditures with Advanced Water Well Technologies. (B.James/L.Busch/N.Ferris)

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

No items were removed.

Mayor Gutierrez asked for a motion to approve Consent Agenda items #2 - #10.

Moved by Councilmember Michelle Watson, seconded by Mayor Pro Tem Tim Brown

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

Passed

Discussion and Action Items

11. **Resolution 25-R-102** - Resolution accepting the state defined tax rates and setting the preliminary 2025 tax rate. (S.Gonzalez/J.Walters)

Mayor Gutierrez recognized Finance Director James Walters who presented Resolution 25-R-102. Mr. Walters presented the 2025 Property Values showing a decrease in property values totaling \$83 million. However, due to new development and annexations which added \$254.8 million, the total taxable value for 2025 is \$5.6 billion.

He went on to explain impact factors such as the Guadalupe County Residential Homestead Value decrease causing a \$640K revenue loss and the DVHS 8.6% increase. DVHS retroactive adjustments (prior year refunds and current year adjustments) accounted for an additional revenue loss to the General Fund of \$675K in the current year. DVHS total exemptions have exceeded \$1 billion resulting in a total of \$5.7 million in forgone taxes. The 89th Legislature did not increase the State aid funding, but added new cities to the eligibility list, so less funding will be coming to Schertz.

Mr. Walters provided tax rate definitions and amounts for "no new revenue" at \$0.5064, "voter approval rate" at \$0.5350, "current rate" at \$0.4900 and "proposed tax rate" at \$0.5064. \$0.01 is equal to \$573K revenue or \$33.18 per year on the average home. Mr. Walters then provided highlights from the proposed budget.

Mr. Walters presented four tax rate options and outlined items that could be funded with the adoption of that rate.

1. No-New-Revenue Rate - adding one-time street and sidewalk funds
2. Rate to \$0.5118: adding recurring street and sidewalk funds
3. Rate to \$0.5118: adding 1% COLA with one-time streets and sidewalk funds
4. Rate to \$0.5190: adding recurring streets and sidewalk funds with 1% COLA

The recommendation to Council was to establish the Voter-Approved Tax Rate (VATR) \$0.5350 as the potential maximum to be adopted. Mr. Walters stated that a lower rate could be adopted when the final rate is adopted on August 19, 2025, but they would not be able to set a higher rate. By adopting the voter-approved tax rate at this meeting, they would have greater flexibility when adopting the tax rate for the final budget.

Mayor Gutierrez opened the floor to discussion. Mayor Pro Tem Brown stated that they wouldn't be considering a tax rate increase if the state met their commitment to provide aid for forgone taxes due to DVHS exemptions. He encouraged residents to reach out to their state legislators. Councilmember Heyward agreed with Mayor Pro Tem Brown and provided the contact information for the legislators. Councilmember Guerrero agreed with Mayor Pro Tem Brown and Councilmember Heyward.

Mayor Gutierrez asked for a motion to set the preliminary tax rate at \$0.5350.

Moved by Councilmember Ben Guerrero, seconded by Councilmember Michelle Watson

AYE: Mayor Pro Tem Tim Brown, Councilmember Michelle Watson,
Councilmember Paul Macaluso, Councilmember Ben Guerrero,
Councilmember Robert Westbrook, Councilmember Allison Heyward

NAY: Councilmember Mark Davis

Passed

- 12. Resolution 25-R-101** – Ordering the November 4, 2025, City of Schertz Special Election with Bexar County and making provision for the conduct of the election; authorizing contracts with the Election Administrator of Bexar County to conduct this Special Election and setting the 1st Public Hearing date for September 2, 2025 and the 2nd Public Hearing date for September 16, 2025. (Mayor/S.Edmondson)

Mayor Gutierrez recognized City Secretary Sheila Edmondson who introduced Resolution 25-R-101 ordering the November 4, 2025, City of Schertz Special Election with Bexar County and authorizing contracts with the Election Administrator of Bexar County to conduct the election.

Mayor Gutierrez opened the floor to Council for discussion. Councilmember Davis asked how the individuals eligible to vote in the special election would be notified. Mayor Gutierrez indicated they would be notified within 7 days of resolution approval via certified mail.

Mayor Gutierrez called for a motion to approve Resolution25-R-101.

Moved by Councilmember Allison Heyward, seconded by Councilmember Michelle Watson

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

Passed

Public Hearings

- 13. Ordinance 25-S-030-** Conduct a public hearing and consider a request to rezone approximately 4.64 acres of land from General Business District (GB) to General Business District-2 (GB-2), more specifically known as Guadalupe County Property Identification Numbers 199114 and 199115, also known as 36 Maske Road and 40 Maske Road, Lots 1 and 2, Block 1 of the Maske Road Business Park Subdivision, City of Schertz, Guadalupe County, Texas. (B.James/L.Wood/W.Willingham)

Mayor Gutierrez recognized Planner William Willingham who introduced Ordinance 25-S-030. On June 18, 2025, 10 Public Hearing Notices were sent. There was one response received in favor, no responses received in opposition, and no responses received that were neutral. A public hearing notice was published in the San Antonio Express News and a sign was placed on the subject property. The subject property is located within the Accident Potential Zone II (APZ II). The purpose of the APZ is to ensure compatible land uses between Joint Base San Antonio-Randolph (JBSA-Randolph) and the City of Schertz. To ensure development does not jeopardize the mission of JBSA-Randolph, there is an approval requirement that is set out in UDC Section 21.59 that requires JBSA-Randolph to respond to the City with an affirmative recommendation of the zone change request. JBSA-Randolph was notified and responded with an affirmative recommendation for approval. The Planning and Zoning Commission met on July 2, 2025, and recommended approval with a 6-0 vote. The proposed zone change aligns with the Comprehensive Land Plan and is consistent with surrounding land use. Additionally, no objections were received from the Schertz Fire, EMS, or Police Departments. Staff recommended approval of Ordinance 25-S-030.

Mayor Gutierrez asked if the applicant would like to address the Council.
Applicant declined to speak.

Mayor Gutierrez stated this item is on the agenda as an open public hearing.

Public Hearing opened at 7:20 p.m.
No residents came forward to speak.
Public Hearing closed at 7:21 p.m.

Mayor Gutierrez asked to see a copy of the letter from JBSA-Randolph, then opened the floor to Council for discussion.

No discussion occurred.

Mayor Gutierrez asked for a motion to approve Ordinance 25-S-030.

Moved by Councilmember Mark Davis, seconded by Councilmember Michelle Watson

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

Passed

Workshop

14. August 2025 Quarterly Streets Update

City Manager Steve Williams stated that about a year ago he asked for an update on street maintenance. He said street maintenance has been the number two priority in the budget process for the past couple of years, which is why staff are providing a quarterly update to Council. Public Works Director Larry Busch presented the Streets Maintenance Dashboard showing 343 potholes, 11 sidewalk issues, 21 street issues and 67 other issues (i.e. crack sealing, new sign placement, sign replacement, etc.) were completed in the third quarter of this fiscal year. Bringing totals for the fiscal year through June 30, 2025, to 1,200 potholes, 42 sidewalk issues, 59 street issues, and 76 other issues completed.

Assistant City Engineer John Nowak provided an update on SPAM Projects. 2024 SPAM Projects, included resurfacing and rehabilitation. The Resurfacing Project, the slurry seal work, is fully complete at a cost of just over \$2 million. The Rehabilitation Project, which includes St. Andrews in the Northcliffe area, the entire length of Maple Drive, and streets in the Silverwood area, is expected to start construction mid-August with a cost not to exceed \$3,581,000. These streets were originally included in the resurfacing project, but the deterioration was beyond resurfacing.

2025 SPAM Projects include a resurfacing project that is in design with an estimated cost of \$1,282,231, which will go to bid at the end of the summer. Areas of focus include Woodbridge, the Village, Rio Vista, and dependent upon funding into the Jonas Wood subdivision. The Kramer Farm Rehabilitation project (western portion of the subdivision) is in design with an estimated cost of \$1,446,582, which is also expected to go to bid at the end of the summer. The remaining portion of Kramer Farms will be included in a future Rehabilitation Project. Mr. Nowak provided updates on other street projects as well, including Buffalo Valley South, Schertz Forest, Boenig Reconstruction, Lower Seguin Road, Main Street, Lookout Road, Northcliffe Country Club Estates, and FM 3009/FM 78 Overpass (TxDOT).

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

Information available in City Council Packets - NO DISCUSSION TO OCCUR

15. Monthly Update - Major Projects in Progress/CIP (B.James/K.Woodlee)

16. Update on the Schertz Home Energy Efficiency Program (SHEEP) and relaunch. (B.James/ L.Wood/ L.Locken).

Requests and Announcements

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

- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
No requests by Mayor or Councilmember that items or presentations be placed on a future City Council agenda.

- City and Community Events attended and to be attended (Council)
 - *Mayor Pro Tem Brown attended the Council Budget Retreat.
 - *Councilmember Watson attended the Council Budget Retreat.
 - *Councilmember Guerrero attended the Annual Balcones Heights Jazz Festival, the first half of the semi-final championship soccer game at the Schertz Soccer Complex, visited the Senior Center, opening ceremonies for the Annual Guam Liberation, and the Council Budget Retreat.
 - *Councilmember Westbrook attended the American Diabetes Association Executive Breakfast, the 10th anniversary of the Schertz-Cibolo Emergency Clinic celebration, and the Council Budget Retreat.
 - *Councilmember Heyward attended Melissa Uhlhorn's retirement ceremony, the TML Newly Elected Officials Orientation, the TMLIRP Board Meeting, Council Budget Retreat, and Mayor of Kirby, Janeisha Grider's swearing in.

Adjournment

Mayor Gutierrez adjourned the meeting at 7:38 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary