



**MEETING AGENDA
SPECIAL SESSION CITY COUNCIL
November 17, 2025
6:00 P.M.**

**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
MONDAY, NOVEMBER 17, 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 Westbrook)**

Presentations

Presentation for Mayor 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.

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)

Oath of Office

2. **Resolution 25-R-154** - Approving the canvassing of the election returns and declaring the results of the November 4, 2025 General Election (Mayor/Council/S.Edmondson)

3. **Resolution 25-R-155** Approving the ordering and declaring the November 2025 Special Election as approved by the voters of the City of Schertz (Mayor/Council/S.Edmondson)

4. **Oath of Office** (S.Edmondson/S.Courney)

Mayor: Ralph Rodriguez
Comments by Mayor

Place 1: Mark E. Davis
Comments by Mark E. Davis

Place 2: Michelle Watson
Comments by Michelle Watson

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 7TH DAY OF NOVEMBER 2025 AT 6:30 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. NAME: _____ 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.

CITY COUNCIL MEMORANDUM

City Council Meeting: November 17, 2025
Department: City Secretary
Subject: Appointment of Mayor Pro Tem - Discussion, consideration, and/or action regarding the confirmation, appointment, or election of the Mayor Pro Tem (Mayor/Council)

Oath of Office

BACKGROUND

On October 19, 2025 the Mayor Pro Tem position became vacant. The current Mayor Pro Tem appointment ends February 2026. Councilmember Mark E. Davis has graciously offered to finish out the current Mayor Pro Tem appointment.

Below is the amended article: Article 5 Section 5.1 Appointment Procedure for the Mayor Pro Tem.

- a. The Council will discuss, and with a majority vote, appoint the Councilmember to serve as the Mayor Pro Tem for the City.
 - b. The appointed Mayor Pro Tem must be a Councilmember and must meet the qualifications of Section 4.02 of the City Charter. In addition, to be appointed to the position of Mayor Pro Tem, a Councilmember must be an elected member of Council and a member in good standing.
 - c. Term dates for the Mayor Pro Tem position will begin in February and August of each year (the election dates offset by three (3) months. Terms will sequentially rotate according to Councilmember's place.
 - d. If the Councilmember that is up for appointment as Mayor Pro Tem is vacant or is held by a Councilmember who is not qualified or chooses not to serve as Mayor Pro Tem, the Mayor Pro Tem appointment will go to the next qualified Councilmember.
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CITY COUNCIL MEMORANDUM

City Council Meeting: November 17, 2025
Department: City Secretary
Subject: Resolution 25-R-154 - Approving the canvassing of the election returns and declaring the results of the November 4, 2025 General Election (Mayor/Council/S.Edmondson)

Attachments

Resolution 24-R-154 Canvassing General Election

RESOLUTION 25-R-154
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCHERTZ,
TEXAS, APPROVING THE CANVASS OF NOVEMBER 4, 2025, GENERAL
ELECTION AND DECLARING THE RESULTS OF SUCH ELECTION

WHEREAS, a General Election was held in the City of Schertz, Texas (the "City"), on the 4th day of November 2025 to elect a Mayor, Councilmember Place 1, and Councilmember Place 2 for a three-year term; and

WHEREAS, said elections were duly and legally held in conformity with the applicable election laws of the State of Texas ("Texas"); and

WHEREAS, the Election Administrator has provided to the City, as required by applicable Texas law, the election results, as tabulated by the Election Administrator; and

WHEREAS, there came to be considered the returns of the general election held on the 4th day of November 2025, for the purpose of electing a Mayor and one Councilmember for Place 1 and Place 2; and

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

Section 1: That the General Election of the City of Schertz, Texas held November 4, 2025, was duly called, that notice of such election was given, and that such election was held in accordance with law.

Section 2: That the tabulation of votes cast to elect a Mayor and one Councilmembers for Place 1 and Place 2 in the General Election held on November 4, 2025, as shown in the official canvass of the returns of said general election shown below reflects the following results:

	Early Voting			Election Day			Total Votes Cast	Vote %
	Bexar	Comal	Guadalupe	Bexar	Comal	Guadalupe		
Mayor								
Ralph Rodriguez								
Ralph Gutierrez								
City Council Place 1								
Mark E. Davis								100%
City Council Place 2								
John D. Carbon								
Michelle Watson								
Total Votes Cast								
<i>(subject to change with final counts)</i>	Early Voting:			Election Day:			Total Votes Cast	

Section 3. The City Council finds that the results of the general election as set forth above reflect the reported votes, and the canvass of votes is hereby approved.

Section 4. The total votes cast during early voting was _____ personal appearance and absentee, and _____ votes were cast on Election Day. The total number of votes cast in this election was _____.

Section 5. The City Council finds that the results of the general election as set forth above reflect that _____ is hereby declared elected to the Office of Mayor, for Council Place 1, Mr. Mark E. Davis is elected to the Office of Councilmember Place 1 and for Council Place 2 _____ is elected to the Office of Councilmember Place 2.

Section 6. 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 7. 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 8. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. 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 10. 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 11. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2025.

City of Schertz

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: November 17, 2025
Department: City Secretary
Subject: Resolution 25-R-155 Approving the ordering and declaring the November 2025 Special Election as approved by the voters of the City of Schertz (Mayor/Council/S.Edmondson)

Attachments

Resolution 25-R-155 Canvassing the Special Election

RESOLUTION 25-R-155

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, APPROVING THE CANVASS OF NOVEMBER 4, 2025, SPECIAL ELECTION AND DECLARING THE RESULTS OF SUCH ELECTION

WHEREAS, a Special Election was held in the City of Schertz, Texas (the "City"), on the 4th day of November 2025 for the submission to the qualified voters of a specific area pursuant to Section 43.0117 Texas Local Government Code, the question of whether such area, as situated within the City of Schertz extraterritorial jurisdiction and within five miles of the joint base San Antonio-Randolph boundary, should be annexed into the city, or whether the city shall be provided with the authority to adopt and enforce an ordinance regulating the land use in the area in the manner recommended by the most recent joint land use study; and

WHEREAS, said elections were duly and legally held in conformity with the applicable election laws of the State of Texas ("Texas"); and

WHEREAS, the Election Administrator has provided to the City, as required by applicable Texas law, the election results, as tabulated by the Election Administrator; and

WHEREAS, there came to be considered the returns of the Special Election held on the 4th day of November 2025, for the purpose of the submission to the qualified voters of a specific area pursuant to Section 43.0117 Texas Local Government Code, the question of whether such area, as situated within the City of Schertz extraterritorial jurisdiction and within five miles of the joint base San Antonio-Randolph boundary, should be annexed into the city, or whether the city shall be provided with the authority to adopt and enforce an ordinance regulating the land use in the area in the manner recommended by the most recent joint land use study: and

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

Section 1: That the Special Election of the City of Schertz, Texas held November 4, 2025, was duly called, that notice of such election was given, and that such election was held in accordance with law.

Section 2: That the tabulation of votes to be annexed into the City of Schertz and the tabulation of the votes to allow the city be provided with the authority to adopt and enforce an ordinance regulating the land use in the area in the manner most recommended by the most recent joint land use study, as shown in the official canvass of the returns of said special election shown below reflects the following results:

CITY OF SCHERTZ PROPOSITION A:	Early Voting	Election Day Voting	Vote %
OPTION 1: YES ANNEXATION: SHALL THE CITY OF SCHERTZ ANNEX FOR FULL PURPOSES CERTAIN AREAS IN THE CITY'S EXTRATERRITORIAL JURISDICTION WITHIN FIVE MILES OF THE BOUNDARY OF THE JOINT BASE SAN ANTONIO RANDOLPH?			
OPTION 2: NO ANNEXATION BUT WITH LAND USE REGULATIONS: SHALL THE CITY OF SCHERTZ BE PROVIDED WITH THE AUTHORITY TO ADOPT AND ENFORCE AN ORDINANCE REGULATING THE LAND USE IN THE CITY'S EXTRATERRITORIAL JURISDICTION WITHIN FIVE MILES OF THE BOUNDARY OF THE JOINT BASE SAN ANTONIO RANDOLPH IN THE MANNER RECOMMENDED BY THE MOST RECENT JOINT LAND USE STUDY, FOR THE PURPOSE OF PROTECTING THE MILITARY MISSIONS, AND INCLUDING THE AUTHORITY TO ADOPT AND IMPOSE RELATED FEES, FINES AND OTHER CHARGES			
TOTALS VOTES CAST:			

Section 3. The City Council finds that the results of the general election as set forth above reflect the reported votes, and the canvass of votes is hereby approved.

Section 4. The total votes cast during early voting was _____ personal appearance and absentee, and _____ votes were cast on Election Day. The total number of votes cast in this election was _____.

Section 5. The City Council finds that the results of the special election as set forth above reflect that Option _____ received the most votes.

Section 6. 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 7. 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 8. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. 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 10. 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 11. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2025.

City of Schertz

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary