



CITY COUNCIL WORKSHOP AGENDA

May 7, 2024

5:00 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

TUESDAY, MAY 7, 2024 at 5:00 p.m.

Call to Order

Discussion and Action Items

1. **Minutes** - Consideration and/or action regarding the approval of the Council Workshop minutes of April 2, 2024. (S.Edmondson/S.Courney)

Workshop

2. Workshop on the Onboarding of newly elected Councilmembers (R.Westbrook/S.Edmondson)
3. Workshop to discuss the implementation of a Women's History Month program (R. Westbrook/S. Williams/S. Gonzalez)
4. Workshop on potential modifications and enhancements to Movin' on Main (R. Gutierrez/S. Williams/S.Gonzalez/L.Shrum)
5. Workshop to Highlight Domestic Violence and related services that are managed through our Crime Victim's Liaison office through collaborative relationships with other Law Enforcement Agencies, the tri-County District Attorney's Offices, and other Non-Governmental Organizations that includes an assortment of services mandated by law and otherwise (M./Watson/S.Williams/J.Lowery)

- 6. Workshop on the second phase of the Skate Park.(P.Macaluso/S.Gonzales/L.Shrum)

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 3RD DAY OF MAY 2024 AT 3:30 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 _____, 2024.

TITLE: _____

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

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

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

<p>Mayor Gutierrez Member Audit Committee Investment Advisory Committee Main Street Committee</p> <p>Liaison Board of Adjustments Senior Center Advisory Board-Alternate</p>	<p>Councilmember Davis– Place 1 Member Interview Committee Main Street Committee - Chair TIRZ II Board</p> <p>Liaison Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Board</p>
<p>Councilmember Watson-Place 2 Member Audit Committee Interview Committee-Alternate</p> <p>Liaison Library Advisory Board Senior Center Advisory Board Cibolo Valley Local Government Corporation-Ex-Officio</p>	<p>Councilmember Macaluso – Place 3 Member Interview Committee Hal Baldwin Scholarship Committee-Alternate</p> <p>Liaison TIRZ II Board Animal Services Advisory Committee</p>

<p>Councilmember Gibson – Place 4 Member Interview Committee Hal Baldwin Scholarship Committee Investment Advisory Committee</p> <p>Liaison Schertz Historical Preservation Society</p>	<p>Councilmember Westbrook – Place 5 Liaison Schertz-Seguin Local Government Corporation (SSLGC) Planning and Zoning Commission Schertz Historical Preservation Society Cibolo Valley Local Government Corporation (CVLGC)-Alternate</p>
<p>Councilmember Heyward – Place 6 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>Councilmember Brown – Place 7 Member Main Street Committee Schertz-Seguin Local Government Corporation (SSLGC)</p> <p>Liaison Economic Development Corporation</p>

CITY COUNCIL MEMORANDUM

City Council Meeting: May 7, 2024
Department: City Secretary
Subject: Workshop on the Onboarding of newly elected Councilmembers
(R.Westbrook/S.Edmondson)

BACKGROUND

During the Strategic Planning Retreat held on February 2, 2024, it was requested that the City Secretary develops an onboarding procedure for newly elected City Councilmembers.

Attachments

Draft Onboarding Info.

DRAFT

Onboarding for Newly Elected Officials

Final results from election: Confirm results with Bexar, Guadalupe, and Comal County Election Offices

Pre-Onboarding Tasks-City Secretary

- Notify the newly elected council members of their election results.
City Secretary will send a notification of the election results to new councilmember and information about the meeting to Canvass the Election
- Prepare and Schedule an orientation session for the newly elected officials
City Secretary's Office: prepare City Official Notebook with copies of City Charter, Code of Conduct and Procedure, City Staff phone directory, organizational chart, TML Information for Newly Elected, information on Northeast Partnership, Chamber Luncheon, Open Meetings Act and Public Information Act information, Employee Handbook etc.
- City Secretary will order name tags, business cards, dais name plates, shirts. Prepare HR-Payroll Forms, and schedule I.D. badge appt.

Orientation Day

***Newly elected officials take Security Training immediately**

- Welcome the newly elected members to the council-Staff Introductions
Mayor/City Manager/City Secretary/Department Heads
- Provide an overview of the council's structure, responsibilities, and procedures.
Mayor will give an overview to the newly elected officials and discuss the roles and responsibilities of being a Councilmember, discuss Council meeting protocol.
- Introduce key staff members and their roles.
City Manager's Office introduces Department Heads- discuss ongoing projects and priorities
- Review City policies, ethics, guidelines, and legal requirements.
City Secretary, City Manager's Office, H.R, Finance, Public Affairs, I.T.
- Provide the necessary tools and resources: such as email accounts, office space, and communication channels.
After completion of Security Training : email addresses, iPads, city cell phones will be issued
- Schedule training sessions on parliamentary procedure, conflict resolution, and other relevant topics.
City Secretary's Office, Mayor, City Manager's Office

L: City Secretary/City Council/Onboarding

First Few Weeks: Tasks

- Schedule with City Manager's Office: *Tour of the City*
- Assist with setting up the newly elected members' schedules and calendars
I.T.
- Encourage networking opportunities with other council members and stakeholders.
NEP, Chamber Luncheon, BCC Liaisons, SSLGC, CVLGC
- Review upcoming meeting agendas and provide guidance on preparation.
Mayor, City Manager, City Secretary Office

Ongoing Support

- Schedule regular check-ins with the newly elected members to address any questions or concerns.
City Secretary
- Provide ongoing training and development opportunities as needed.
Mayor, City Manager, City Secretary
- Foster a supportive environment for the new members to acclimate to their roles.
Mayor, City Council, City Manager's Office, City Secretary Office, and Dept. Heads
- Encourage collaboration and communication among council members.
Mayor, City Manager, City Secretary
- Monitor progress and provide feedback as necessary
City Secretary's Office

*Before Candidate Filing, (June) schedule a ***brief informational meeting*** for interested citizens who are considering running for City Council*

-Mayor/City Manager

-A few sitting Councilmembers to answer questions

-City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: May 7, 2024
Department: City Secretary
Subject: Workshop to discuss the implementation of a Women's History Month program (R. Westbrook/S. Williams/S. Gonzalez)

BACKGROUND

Discussion regarding the implementation of a Women's History Month program. Below is an example of the programs implemented by the City of San Antonio:

WOMEN'S HISTORY MONTH AT THE CITY!**Celebrate. Learn. Network.**

From women in leadership roles to women in non-traditional roles to women who have been a member of the COSA Team for decades, the positive impact of female employees can be seen across our City organization. In Celebration of Women's History Month, a series of events has been planned that highlight female employees and provide professional development and networking opportunities for all employees. **Space is limited, so [register as soon as possible and see all the event details!](#) Your registration will be confirmed via email.**

- **Wednesday, March 13**, 3 – 4:30 p.m. – Basic Self Defense Class – Police Training Academy, 12200 South East Loop 410
- **Tuesday, March 19**, 12 – 1 p.m. – Lunch & Learn Session with Dr. Jennifer Mata, Director, Diversity, Equity, Inclusion & Accessibility – Claude Black Community Center, 2805 E. Commerce St. (lunch will be provided)
- **Thursday, March 21**, 9 – 10:30 a.m. – COSACares Roundtable Discussion – Mental & Physical Wellness, Pre-K 4 SA West Education Center, 1235 Enrique Barrera Pkwy. (light breakfast and coffee will be provided)
- **Tuesday, March 26**, 11 a.m. – 12 p.m. – Panel Discussion featuring COSA Women in Non-Traditional Roles, City Tower, 100 W. Houston St. (snacks will be provided)
- **Thursday, March 28**, 1:30 – 3 p.m. – Networking Event, Phil Hardberger Park, Urban Ecology Center, 8400 N. W. Military Hwy. (snacks will be provided)

A few things to keep in mind:

- Be prepared to show your City ID at any of the above City facilities.
- Free parking is available at these locations.
- Ensure you have supervisor approval to attend.

Who are the female role models who inspire you? Share them with us by submitting pictures of those women to AskHR@sanantonio.gov for the [Spirit Gallery](#). Please be sure to include a name/description of the individual(s) featured in your photo submission.

You're also invited to contribute to a City employee playlist by submitting your favorite

motivational song to pump up Women's History Month. It may be featured in the Women's History Month playlist, so be sure to submit yours when you [register](#) for any of the events!

CITY COUNCIL MEMORANDUM

City Council Meeting: May 7, 2024
Department: Executive Team
Subject: Workshop on potential modifications and enhancements to Movin' on Main (R. Gutierrez/S. Williams/S.Gonzalez/L.Shrum)

BACKGROUND

(Note: This item is being placed on the agenda as a placeholder. Staff's intention is to discuss this item following the 2024 Movin' on Main event)

Movin' on Main is an active event is intended to get folks out biking, running, or strolling through the city streets as a pedestrian of their own local thoroughfare. In partnership with the Schertz Family Y, Movin on Main invites you and your families to bring your bicycle, skateboard, stroller, and tennis shoes for an afternoon full of fitness demos, exercise stations, cycling, live music, health & wellness vendors, food & refreshments, and much more!

Movin on Main encourages residents to get out and move while building a stronger spirit, mind, and body, and promotes health and wellness in a positive environment! Join the City of Schertz and the Schertz Family YMCA to tap into the power of fitness, get active, and bring the community together in downtown Schertz. Along with information from area resources, zones will be available for all ages, including our four-legged friends. Lace up those tennis shoes and come join the fun!

The City of Schertz values each volunteer as an essential resource for the enhancement for our events and programs. Volunteer Schertz provides an opportunity to lead, improve, innovate and become more proactive in our great city. We welcome diversity in our volunteer team, and sincerely appreciate your willingness to work along with us, helping us provide visitors with a safe and enjoyable experience. Register as a volunteer by

Vendor Opportunities: Interested in joining Movin on Main as a vendor? Opportunities are open for wellness-related businesses/groups or food truck operators. For information and guidelines, view the Movin on Main details on CivicRec.

CITY COUNCIL MEMORANDUM

City Council Meeting: May 7, 2024

Department: Executive Team

Subject: **Workshop to Highlight Domestic Violence and related services that are managed through our Crime Victim's Liaison office through collaborative relationships with other Law Enforcement Agencies, the tri-County District Attorney's Offices, and other Non-Governmental Organizations that includes an assortment of services mandated by law and otherwise (M./Watson/S.Williams/J.Lowery)**

BACKGROUND

Schertz PD has a full-time Crime Victim's Liaison coordinator that is statutorily required to assist victims of violent crimes and is their advocate as they navigate their case through the justice system.

However, we also provide these services even if the case does not involve a violent crime.

Unfortunately, many of our victims of domestic violence have the most basic needs of having food and shelter. We have identified multiple programs in each county that we can resource out our citizens in need when such need exceeds the capability of the department.

Staff will be speaking about domestic violence in general terms with a segue into services we provide through our many organizations. Highlighting if the subject in need is from our city we take the lead and resource them out. Our CVL utilizes the Client Log Sheet as a reference with all victims to ensure we don't overlook any items as our area of concerns are extensive. If the citizen is from another jurisdiction, we work with the jurisdiction to ensure the citizen is handed-off properly and not left behind (which causes even more trauma). The Thriving Hearts flyer is just one example and Heather can identify programs from Comal and Bexar County if needed. We will close with a comment that we are always looking for opportunities to improve our service delivery points for our citizens in need if anyone has any suggestions and/or questions.

Attachments

CVL Client Log Sheet

Thriving Hearts Tri Fold

Client Log Sheet

Schertz PD Crime Victim Services

Case#:	Date Assigned:	Date of Incident:	CPS:	Det: /Officer:
Victim Name				Phone:
Suspect Name				Phone:
Address/Email				
Relationship:		Disability Y/N :	Race/ Ethnicity:	
Type of Crime				
CVC Filed Date:	Services Provided			
CVC Claim #:	_____ Accompaniment (Hospital, LE/ Court)	_____ Follow- up Contact		
	_____ Info on Crime Victim Compensation	_____ Assist. filling out CVC		
Counselor Info:	_____ Explain CJ process	_____ Obtain email		
	_____ VINE/Jail Notification	_____ Info. Protective Order		
	_____ Crisis intervention	_____ Follow-up Crisis Int.		
	_____ Setup FI	_____ Property Return		
	_____ Setup SANE	_____ Crime Victims' Rights		
	_____ Safety Planning/Danger Assessment	_____ Case Status (Court)		
	_____ Referrals (DV/SA services, Counseling, Food, Shelter, Housing, Medical, Legal)			
	_____ Other: _____			
Date:	Notes:			

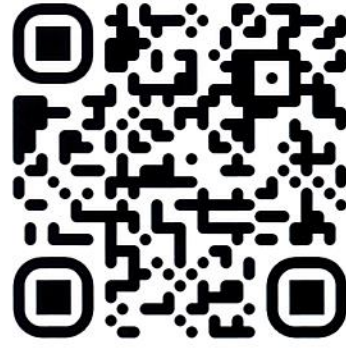
Closed Date: _____

About

Since 1983, Thriving Hearts Crisis Center, formerly known as Guadalupe Valley Family Violence Shelter, Inc., has been dedicated to supporting individuals affected by domestic violence, dating violence, sexual assault, human trafficking, stalking, and elder abuse in Guadalupe, Gonzales, Karnes, and Wilson counties.

Our emergency shelter accommodates up to 5 women and 15 children, providing a comprehensive range of services to both residents and nonresidents, and all our services are offered without any cost.

Annually, Thriving Hearts Crisis Center assists approximately 500 survivors of abuse. Our primary objective is to aid victims of violence in their physical, mental, and emotional recovery, empowering them to forge a life free from the grip of violence.



Volunteer

Volunteers play a crucial role in the operations of Thriving Hearts Crisis Center. Our committed volunteers contribute around 3000 hours of service annually. They engage in various activities, including preparing and distributing materials, handling hotline calls, participating in or organizing events and activities, and assisting with facility and maintenance. Volunteer opportunities are tailored to accommodate your skills and availability. To explore these opportunities, please contact our Volunteer Coordinator to schedule an appointment.

development@safesequin.org

Together, we can make a meaningful impact in the lives of those affected by crisis and violence.



P.O. Box 1302, Seguin, TX 78155
(830) 372-2780 | Toll Free 1-800-834-2033



Serving Victims of
Domestic Violence and Sexual Assault



Serving Guadalupe, Gonzales, Karnes,
and Wilson Counties Since 1983

(830) 372-2780

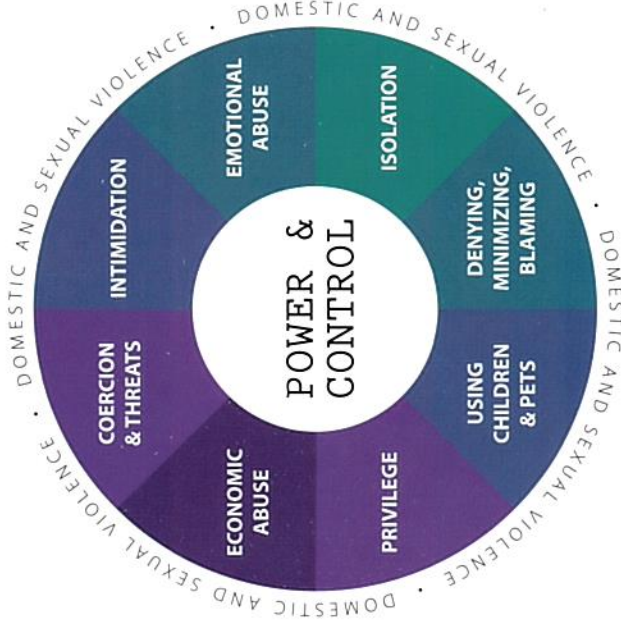
Toll Free 1-800-834-2033

Services

- Emergency Shelter
- 24-hour Crisis Hotline
- Safety Planning
- Crisis Intervention
- Counseling
- Legal Advocacy - assistance with Protective Orders, divorce, child custody, Crime Victims Compensation, and immigration
- Sexual Assault Advocacy & rape crisis support services
- Accompaniment
- Case Management - assistance with TANF, food stamps, housing, clothing, food, and other needs
- HEART program - for survivors of abuse to assist in understanding the patterns of abusive relationships, build self-esteem, and plan for a violence-free future
- Parenting Classes
- Sustainability Services—assistance with budgeting, financial literacy, and educational goals
- Information and Referrals

The Facts

Victims of abuse often suffer in silence, feeling isolated and helpless. When we do not have the tools to break the cycle, the abuse will escalate in severity over time, starting with psychological and emotional forms of abuse, leading to physical or sexual forms of abuse, which are all rooted in power and control.



Even when a person has a legitimate cause to be upset, it does not grant them permission to engage in abuse. No person has the right to inflict harm or humiliation, even in response to displeasure with another's actions. Individuals are always 100% responsible for their own emotional regulation. Abusers may attempt to shift blame by making the affected person feel as though the abusive behavior is their fault. It is important not to accept the false narrative that the victim has invited or caused the abuse.

Make The Call

To learn more about red flag behaviors or how we can help you prioritize your safety, visit www.safesequin.org to chat with an advocate, or call our 24/7 crisis hotline today at **1-800-834-2033**.

Our Outreach Program can help clients who are unable to travel to the Shelter for services. Secure locations have been established where clients can meet with an advocate safely in their area. Please call for an appointment with our Community Engagement Specialist.

