



**MEETING AGENDA
WORKSHOP SESSION CITY COUNCIL
July 15, 2025
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, JULY 15, 2025 at 5:00 p.m.**

Call to Order

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

1. Reinstating one FTE position in the City Secretary Department

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 9TH DAY OF JULY 2025 AT 6:15 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

Mayor Gutierrez Member Audit Committee Investment Advisory Committee Main Street Committee TIRZ II Board Liaison Board of Adjustments Senior Center Advisory Board-Alternate	Councilmember Davis– Place 1 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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Councilmember Watson – Place 2 Member Audit Committee Liaison Library Advisory Board Senior Center Advisory Board Cibolo Valley Local Government Corporation-Ex-Officio	Councilmember Macaluso – Place 3 Member Interview Committee Hal Baldwin Scholarship Committee TIRZ II Board Liaison Animal Services Advisory Committee
Councilmember Guerrero – Place 4 Member Hal Baldwin Scholarship Committee Investment Advisory Committee Liaison Schertz Historical Preservation Society	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
Councilmember Heyward – Place 6 Member Animal Services Advisory Committee Audit Committee Interview Committee-Chair Investment Advisory Committee Main Street Committee Liaison Building and Standards Commission Economic Development Corporation - Alternate Senior Center Advisory Board	Councilmember Brown – Place 7 Member Main Street Committee Schertz-Seguin Local Government Corporation (SSLGC) Liaison Economic Development Corporation

CITY COUNCIL MEMORANDUM

City Council Meeting: July 15, 2025

Department: City Secretary

Subject: Reinstating one FTE position in the City Secretary Department

BACKGROUND

The City Secretary's Office has experienced an increase in workload due to the reassignment of the Records Management tasking. This has resulted in a significant strain on current personnel, impacting efficiency and service quality.

In 2014, the City Secretary's Office had four employees, including two dedicated to Records Management. These two employees were reassigned, leaving only two staff members to handle all duties. When Records Management responsibilities were reverted to the office, the additional workload was not accompanied by the reinstatement of the two positions, forcing the remaining staff to absorb extra responsibilities without additional support. We have since added a part-time employee, but the workload is still significant.

Attachments

Proposal to Reinststate a FTE

Budget 2025-2026

Budget Proposal for 2025-2026

Proposal for Reinstate Employee Under the City Secretary or Budget Adjustment for additional staff

The City Secretary's Office has experienced an increase in workload due to the reassignment of the Records Management tasking. This has resulted in a significant strain on current personnel, impacting efficiency and service quality.

In 2014, the City Secretary's Office had four employees, including two dedicated to Records Management. These two employees were reassigned, leaving only two staff members to handle all duties. When Records Management responsibilities were reverted to the office, the additional workload was not accompanied by the reinstatement of the two positions, forcing the remaining staff to absorb extra responsibilities without additional support. We have since added a part-time employee, but the workload is still significant.

Background History:

FY 2008-2009: The CS Office had 4 full-time employees.

- City Secretary
- Deputy City Secretary
- Records Manager
- Records Management Specialist

In FY 08/09, there was a Records Manager (Evelyn B.) and Records Management Specialist (Traci P.). Both were assigned to the City Secretary's Office-Records Management Program and supported the City Secretary's office with various administrative work.

10/1/2009-Records Management Specialist-Coordinator

10/6/2009-Records Manager position reclassified to another department
(eliminating Records Manager position)

10/1/2009 – Traci's position was retitled Records Management Coordinator.

10/6/2009 – Evelyn's position was reclassified to another department and title
(effectively doing away with the Records Manager title).

Records Management Coordinator was reassigned to Public Affairs in 2014(ish) and on 8/19/2017 – Traci's position reclassified to Administrative Assistant-PA Dept. reducing the staffing in the City Secretary's office to only 2 full-time employees: (CS and DCS)

With the loss of the 2 full time employees in 2017, the City Secretary's office is experiencing a significant strain on current personnel impacting efficiency and service quality since then. The population in 2009 was 32,361 and represented by 5 council members. In 2024 the population was 43,239 and represented by 7 councilmembers.

We have since added a dedicated RMC part-time employee in 2024, whose primary focus is Records Management. This helps the CS Department in overseeing the Records Management Program but does not help the with the significant administrative workload.

Current Challenges:

- An increased workload without corresponding staffing levels has led to delays in processing records and fulfilling requests.
- There are now 7 council members instead of 5
- A very active Mayor and Council
- The number of open Records Request have increased to 655 in FY2024. Each request potentially has numerous responsive records which can consist of multiple pages each. The responsive records are reviewed for applicability, proprietary information, critical infrastructure, required redactions and frequently city attorney reviews
- With the population increasing, the number of City Council and CS events have increased.
- The City Secretary's Office is responsible for:
 1. Ensuring compliance with Records Management Program and retention policies and standards.
 2. Oversee the City Council Agenda-with preparation of agenda items and postings.
 3. Oversee the Interview Board Committee and Main Street Committee.
 4. Maintain BCC's rosters, resignations and applications
 5. Manage City Alcohol beverage permit-new accounts, renewing permits and processing
 6. Process liens issued by the City of Schertz Neighborhood Services
 7. Work directly with Municode with city codification
 8. There were 4 elections in 2024: General, Charter Amendment Special, Council Place 4 Special and a Runoff Election
 9. Agenda preparation and posting

Many of the city secretary's office work are deadline driven, i.e. agendas, open records requests, codification, alcohol licenses and liens.

The efficiency and accuracy of work have been affected, as existing employees are stretched beyond their capacity.

There is a growing backlog in document processing and management, which could lead to compliance risks and reduced responsiveness to city needs.

Proposed Solution:

To address these challenges and ensure the City Secretary's Office functions optimally, I urge council to approve the reinstate 1 additional FTE. As an alternative approval a budget proposal during the budget meeting in August. This position will primarily support current staff and will assist in other administrative duties.

Benefits of Adding an Employee:

- Improves efficiency and accuracy in records management and administrative tasks.
- Reduces the backlog and ensures compliance with legal requirements.
- Enhances the ability to respond to public information requests in a timely manner.
- Alleviates workload strain on current employees, preventing burnout and turnover.

Restoring an additional employee under the City Secretary's Office is essential to maintaining high standards of efficiency, compliance, and service. Given that these duties were initially assigned to employees in 2014, reinstating a position is a logical and necessary step. I respectfully request reinstatement of the staff or approve budget adjustment for an addition staff to ensure the office continues to operate effectively without the need to have current staff working more than 50 per week on a continuous basis.

FY2025 -2026 Council Budget

Presented by the Mayor's Office

Proposal for Additional Employee – City Secretary's Office

- Request: approve reinstate of 1 additional full-time position or budget for an additional staff
- Current staffing: 2 full-time + 1 part-time (added in 2024).
- Reasons: Increased workload due to reassigned Records Management responsibilities.
- Efficiency, service quality, and compliance are at risk (Time Sensitive Issues)

Staffing History

- **FY 2008–2009:**
- **4 Full-Time Employees**
 - City Secretary
 - Deputy City Secretary
 - Records Manager (Evelyn B.)
 - Records Management Specialist (Traci P.)

Staffing Reduction Timeline:

- 2009: Records Manager position eliminated.
- 2014: Records Management Coordinator reassigned to Public Affairs.
- 2017: Position reclassified; City Secretary's Office left with 2 FTEs.

Growth

- **Population Growth:**

- 2009: 32,361 (5 council members)
- 2024: 43,239 (7 council members)

- **Increase in Governance & Public Engagement:**

- More council and committee meetings
- More council-related requests and agenda items
- Increase in public records requests (over 600 in FY2024)

Current Workload

- **FY 2024: 655 Open Records Requests**
- Each request may include hundreds of pages
- Review required for legal exemptions and redactions
- Many require attorney review

Current Workload

- **Administrative Duties Include:**
- Agenda management and postings
- Board/Committee oversight-Interview Committee (meet 3X annually)
- Alcohol permits & lien processing
- Codification coordination with Municode
- Election administration (4 elections in 2024)
- Training and request made by Mayor and 7 council members

Current Workload

- Two previous positions removed from City Secretary and reassigned to Public Affairs.
- City Manager returned the duties to the City Secretary's office but omitted in providing the staff associated with the duties. Only provided a 20hr per week staff.

Challenges and Risks

- Overburdened staff working >55 hours/week
- Delays in processing public requests –**TIME DRIVEN**
- Risks of non-compliance with legal mandates
- Diminished service quality and staff morale
- Growing backlog and administrative bottlenecks

Proposed Solution

- **Add 1 Full-Time Administrative Employee**
 - **Support current staff with administrative and clerical duties**
 - **Reinstate** capacity previously held by 4-person team
 - **Expand department capacity to match current responsibilities**

Benefits of the Addition

- Restore efficiency in records management
- **Meet legal deadlines** and compliance mandates
- Provide **timely responses** to the public
- Prevent staff burnout and potential turnover
- Sustain professional service standards as city grows

Request strong consideration for Additional Employee during our upcoming Budget Meeting

- **We respectfully request Council approval **reinstate** 1 additional Full-Time Employee for the City Secretary's Office or approval a budget adjustment at our next budget meeting**
- **A restored position is not a luxury—it's a necessity for ensuring the City of Schertz continues to operate with excellence, transparency, accountability, and with **legal time limits**.**

QUESTIONS?