

DRAFT

MINUTES WORKSHOP MEETING July 15, 2025

A Workshop Meeting was held by the Schertz City Council of the City of Schertz, Texas, on July 15, 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 Allison Heyward; Councilmember Michelle Watson; Councilmember Paul Macaluso; Councilmember Ben Guerrero; Councilmember Tim Brown

Absent: Councilmember Mark Davis; Councilmember Robert Westbrook

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

Call to Order

Mayor Gutierrez called the meeting to order at 5:06 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

1. Reinstating one FTE position in the City Secretary Department

Mayor Gutierrez presented a PowerPoint presentation on reinstating a Full-Time Employee to the City Secretary's Office. The presentation is asking the City Council to consider approving reinstating 1-additional full-time position back to the City Secretary's Office. In 2008-2009, there were four full-time positions assigned to the city secretary's office: City Secretary, Deputy City Secretary, Records Manager and Records Management Coordinator. In 2009, the Records Manager position was eliminated from the department in 2009 and in 2014, the Records Management Coordinator position was reassigned to Public Affairs. In 2017, the RMC was reclassified, which left the City Secretary's Office left with two full-time employees.

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)

Councilmember Tim Brown supports reinstating a full-time position back to the CS Office. Councilmember Paul Macaluso would like to see data/information showing the increase in the workload. Councilmember Ben Guerrero also agreed with both Councilmember Brown and Councilmember Macaluso and would like to see the breakdown of all the programs that the CS Office is responsible for. Councilmember Michelle Watson asked if the use of A.I would help the CS Office with work assigned to them. Mayor Pro Tem Allison Heyward has had several conversations with other cities about the use of A.I and open records. Some of the concerns with using A.I. is that the open records could contain confidential information and writing a program to redact all the necessary data would be difficult. Mayor Gutierrez explained that reinstating an FTE position to the CS Office will directly impact the City Council and help the CS Staff with their assigned workload.

Adjournment

Mayor Gutierrez adjourned the meeting at 5:25 p.m.

Ralph Gutierrez, Mayor

ATTEST:

Sheila Edmondson, City Secretary