



CITY COUNCIL WORKSHOP AGENDA

April 2, 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, APRIL 2, 2024 at 5:00 p.m.

Call to Order

Discussion Items

1. Workshop on the Strategic Housing Implementation Program (R.Westbrook/S.Williams/B.James/L.Wood)
2. Workshop on the Ambassador Summer Internship Program (R.Westbrook/S.Williams/S.Gonzalez/J.Kurz)
3. Workshop on the onboarding of newly elected Councilmembers (R.Westbrook/S.Edmondson)
4. Workshop on creating a City Council Project Fund (R.Westbrook/S.Williams/S.Gonzalez/J.Walters)
5. Workshop to discuss the implementation of a Women's History Month program (R.Westbrook/S. Williams/S. Gonzalez)

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 28TH DAY OF MARCH 2024 AT 5:15 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 _____, 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.

CITY COUNCIL MEMORANDUM

City Council Meeting: April 2, 2024
Department: Executive Team
Subject: Workshop on the Strategic Housing Implementation Program (R.Westbrook/S.Williams/B.James/L.Wood)

BACKGROUND

In 2020, the City of San Antonio began work on a Strategic Housing Implementation Plan (SHIP) to actualize strategies presented in the Housing Policy Framework that was adopted by City Council in 2018. This work includes determining timelines, partners, specific action steps and funding approaches. Additionally, the 10-year target housing production goals are being adjusted upward to account for a broader range of community needs through a recalibration effort that ensures the Framework's requirement that solutions be data-driven is indeed the case.

The SHIP was developed in collaboration with community and housing stakeholders and included an outreach and input process to receive community input that will be overseen by the Housing Commission. This process aligned with the first HPF action item to "Develop a coordinated housing system". Each policy will have its own public engagement process.

The SHIP continues the focus on the five large goals of the HPF which include:

- Develop a Coordinated Housing System
- Increase City Investment in Housing with a 10-Year Funding Plan
- Increase Affordable Housing Production, Rehabilitation, and Preservation
- Protect and Promote Neighborhoods
- Ensure Accountability to the Public

City staff worked closely with an 8-person steering committee and contracted facilitator. Together, this group created four stakeholder forums to provide feedback on the SHIP progress. The stakeholder forums included:

- Residents and Community Advocates
- Real Estate & Developers
- Affordable Housing Developers
- Housing Policy

Attachments

COSA SHIP

Link to the City of San Antonio's Strategic Housing Implementation Plan (SHIP):

[Strategic Housing Implementation Plan \(SHIP\) \(sanantonio.gov\)](https://www.sanantonio.gov/SHIP)

CITY COUNCIL MEMORANDUM

City Council Meeting: April 2, 2024
Department: Executive Team
Subject: Workshop on the Ambassador Summer Internship Program (R.Westbrook/S.Williams/S.Gonzalez/J.Kurz)

BACKGROUND

The Ambassador Summer Internship Program is an internship program for currently enrolled college students sponsored by the City of San Antonio. The program exposes students to professional opportunities and innovative career paths through paid internships, professional development workshops, and networking opportunities. Program participants are placed with government entities, non-profit agencies, and private organizations to gain experience in high-demand occupations in an effort to attract San Antonio's graduating professionals to career opportunities within the local community.

Attachments

COSA Ambassador Internships

Link to the City of San Antonio's Ambassador Summer Internship Program :

<https://www.sanantonio.gov/humanservices/educationservices/ambassadorprogram>

CITY COUNCIL MEMORANDUM

City Council Meeting: April 2, 2024
Department: Executive Team
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 develop an onboarding procedure for newly elected City Councilmembers.

Attachments

Onboarding Councilmembers

Onboarding Incoming Council

Mayor

Meet with new Councilmembers to discuss the roles and responsibilities of being a Councilmember

Discuss protocol during Council meetings

City Manager

Meet with new Councilmembers to discuss City Projects, the Budget and other areas of interest

Introduce Department Heads

Tour of the City

City Secretary

Set up a meeting with new Councilmembers to go over the above items and answer any questions that might have.

Oaths of Office, Statement of Elected official

Complete Open Meetings and Open Records Training – get certificates

Dais and mailbox name plates

Update Council Chamber plaques – City Council - Mayor

Business Cards – Get with IT first for email address and city cell phone number

Shirts (3) Order/Jacket (?)

BIOs for website (Send to Devan)

Headshots – Group Photos (Devan taking care of – have Devan place on website)

Update City Council & Mayors Contact information

Update City Website information – elected officials

Update City Council email group list

Order name badges – Councilmember/Mayor and order spouse name badges

Order Letterhead and envelopes for new Mayor

Discuss – forms for paychecks, Credit cards – Order and explain allowable purchases.

Explain Travel and Training procedures, scheduling

L: City Secretary/City Council/Onboarding

IT

IT to issue City Cell phones, IPADS – make sure IPADS have Drop Box added

IT set up email address

CITY COUNCIL MEMORANDUM

City Council Meeting: April 2, 2024
Department: Executive Team
Subject: Workshop on creating a City Council Project Fund
(R.Westbrook/S.Williams/S.Gonzalez/J.Walters)

BACKGROUND

What is CCPF? (City of San Antonio)

The City Council Project Fund or CCPF was established in 2011 to provide financial support for events and programs that serve a municipal purpose and promote (1) the health, safety and welfare of the community; (2) family, social and economic stability; (3) community fitness/recreation; and (4) community education and training.

How much money is available?

The Mayor's Office and the ten Council Districts are each provided \$50,000 through the City Annual Budgeting process which establishes the City Council Project Fund each fiscal year.

Who is eligible?

Non-profit entities, Neighborhood Associations, governmental entities, City Council District Offices, and other legally formed entities whose purpose as stated in its organizational documents is defined as serving the community are eligible for CCPF funding.

How long does the application process take?

Applications can remain open and available for review for up to 90 days.

Attachments

COSA City Council Project Fund

Link to the City of San Antonio's City Council Project Fund:

<https://www.sanantonio.gov/Council/CCPF>

CITY COUNCIL MEMORANDUM

City Council Meeting: April 2, 2024
Department: Executive Team
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!
