

**State of Texas
County of Bexar
City of San Antonio**



**Meeting Minutes
Charter Review Commission**

Commission Members

Bonnie Prosser Elder, Co-Chair | David Zammiello, Co-Chair
Elva Pai Adams | Josh Baugh | Luisa Casso | Mike Frisbie
Pat Frost | Frank Garza | Martha Martinez-Flores
Naomi Miller | Bobby Perez | Shelley Potter
Dwayne Robinson | Rogelio Saenz | Maria Salazar

Thursday, February 8, 2024

5:30 PM

Central Library

The Charter Review Commission convened a regular meeting at Central Library, 600 Soledad, Auditorium at 5:37 PM. City Clerk Debbie Racca-Sittre took the Roll Call noting a quorum with the following Members present:

PRESENT: 13 – Prosser Elder, Zammiello, Adams, Baugh, Casso, Garza, Frisbie, Frost, Martinez-Flores, Miller, Robinson, Saenz, Salazar

ABSENT: 2 - Perez, Potter

Approval of Minutes

1. Approval of the minutes from the January 25, 2024 Charter Review Commission.

Member Garza moved to Approve the minutes of the January 25, 2024 Charter Review Commission meeting. Member Frost seconded the motion. The motion carried by the following vote:

Aye: Prosser Elder, Zammiello, Baugh, Casso, Garza, Frisbie, Frost, Martinez-Flores, Miller, Saenz, Salazar

Absent: Adams, Perez, Potter, Robinson

Members Adams and Robinson arrived after the vote on the minutes.

Briefing on the following items:

2. Presentation from staff related to public engagement.

Laura Mayes, Assistant Director of the Communications & Engagement (C&E) Department, provided an overview of the department and background on significant engagement efforts. Mayes announced that public comment from residents would be collected in-person at the Charter Review Commission (CRC) meetings beginning in March 2024. She stated that residents could visit SASpeakUp.com or call the 3-1-1 customer service line.

Mayes introduced Melissa Escamilla, Senior Management Coordinator with C&E, who outlined the Engagement Plan for CRC which included online comments provided through the SASpeakUp.com portal, public comment in-person at meetings starting in March, direct emails to stakeholders, paper flyers would be distributed, and finally, there was an option for residents to call 3-1-1 and leave a comment with the operator. Escamilla stated that the department had created a stakeholder list for direct outreach.

Co-chair Zammiello requested a copy of the stakeholder list. Member Casso asked how the list was created. Escamilla stated that the list included persons who had previously spoken at City Council meetings or requested to receive information from the City of San Antonio. Casso recommended adding Chambers of Commerce and business organizations. Co-Chair Prosser Elder suggested that members send any recommendations to the C&E Department. Member Garza suggested translating the City Charter into Spanish since some of the flyers were in Spanish. Member Salazar asked how community organizations were defined and recommended they ensure underserved areas were represented. Mayes confirmed they would reach out to any organization requested by the CRC.

Luke Simons, Communications Manager with C&E, reported that a press release would be issued to all local media outlets announcing dates and times for public comment as well as instructions for participation. He noted that Social Media Posts were planned for City accounts, and by City departments and City Council offices. He reported that messaging would be in both English and Spanish. Simons added that paid advertising was also a part of the outreach strategy for social media through Meta, the corporate owner of Instagram and Facebook.

Simons stated that text messages would be sent directly to 32,000+ subscribers with a link that included instructions on how to provide comments. TVSA was planning to create a video explainer series of four 30-second posts that explained 1) What was the City Charter, 2) Process to change the City Charter, 3) How to give public input? and 4) How the charter amendment would become an Item on the ballot

Simons mentioned that CRC Members might be requested to conduct media interviews on TV, radio, print or online.

Member Salazar recommended that the video explainer include the Mayor's assignment to the CRC so people would not think the commission could make any update that might be outside of the stated charge. Member Robinson recommended partnering with VIA to get the word out to underserved populations.

Co-chair Zammiello clarified that all requests from the media should be coordinated through the C&E Department and not directly with the Commissioners. Member Baugh assumed that the 32,000 cell phone numbers were persons who had requested to receive information from the City of San Antonio and suggested supplementing the list with a purchased cell phone number listing, as text was the number one way to reach people.

Member Casso expressed support for text messages and recommended sending information through CPS Energy's channels. She also recommended that all Chambers were a part of the list.

3. Discussion of the following subcommittee assignments and issues to be considered by the Charter Review Commission.

- a. Ethics Officer and other ethics revisions
- b. City Council compensation and term length
- c. City Manager tenure and compensation
- d. Council districts and redistricting
- e. Language modernization

Co-Chair Zammiello provided an overview of the Roadmap which included preliminary recommendations by three of the Subcommittees on March 4, 2024 and the other three on March 21, 2024. He stated that the month of April would continue with a refinement period based on research, discussion and feedback from CRC and the public. He noted that the meetings on May 6-9, 2024 would include presentations from all Subcommittees with their final proposals. He added that May 20, 2024 and May 23, 2024 would be reserved for final discussions and action by the CRC. The Co-Chairs thanked the Subcommittees for their hard work.

Ethics Officer and Other Revisions Subcommittee Chair Mike Frisbie reported that the Subcommittee met on January 30, 2024. Two Subject Matter Experts (SME) would provide insight and information to the Subcommittee in their coming meetings, according to Frisbie. Co-Chair Zammiello asked if there was anything else that needed to be added to the portfolio of information. Frisbie stated that so far, the data had been complete and the Subcommittee looked forward to hearing from the SMEs.

City Council Compensation and Term Length Subcommittee Chair Luisa Casso reported that the Subcommittee held several meetings between January 9, 2024 and January 25, 2024 where staff provided analysis of comparable cities, but the Subcommittee reviewed both issues separately. She stated that the Subcommittee planned to interview former City Councilmembers as SMEs. Baugh added that interviewing former Councilmembers was imperative to get different perspectives from the various points in time for compensation such as before salary and after. Zammiello agreed that the issues needed to be considered separately with the conclusion being inclusive of many variables. Frost commended the Subcommittee for thinking of former Councilmembers as SMEs. Co-Chair Prosser- Elder agreed.

City Manager Tenure and Compensation Subcommittee Chair Frost reported that the Subcommittee reviewed the process used to evaluate and compensate the City Manager prior to the limitation being set by City Charter as well as comparisons with other cities. Frost stated that the next steps for the Subcommittee would include continued review of the information. Robinson asked how many times tenure had been a community issue for the City Manager. Frost responded that no other city restricted their City Council from making the decision as to how long a hired City Manager could serve. Adams commented that the Subcommittee needed to figure out why tenure was ever capped for the City Manager. Co-Chair Zammiello asked if the Subcommittee was considering bringing in an SME. Frost did not think an SME was necessary.

Council Districts and Redistricting Chair Frank Garza stated that the Subcommittee met on January 31, 2024 and spent most of its time discussing the redistricting process; noting that one of the Co-Chairs of the redistricting process was on the Subcommittee. Garza reported that staff provided peer cities research to the Subcommittee and noted that some cities used advisory committees which

meant that City Council could reject the recommendations and change the map; San Antonio gave the power to an independent redistricting committee by Ordinance noting that Ordinances could be changed. Co-Chair Zammiello confirmed that the language in the charge specifically included a question of whether the Subcommittee should be independent and autonomous.

Language Modernization Chair Maria Salazar stated that the Subcommittee worked earlier this week and focused on Section 11 Special Meetings including definitions and a review of all the types and protocols of meetings. She stated that City departments were providing feedback which would be considered at a future meeting of the Subcommittee. She reported that San Jose, California had an internal policy on special meetings that would be reviewed as a potential best practice as well as how special meetings had been used in the past by the City of San Antonio.

Co-Chair Zammiello asked the City Attorney's Office representative to describe the process and timeline for obtaining department feedback. Assistant City Attorney Camila Kunau stated that she was collecting all departmental comments and would provide the information to the Subcommittee after review and compilation.

Co-Chair Prosser Elder outlined the next steps for Subcommittees to continue to meet and bring back their reports to the Commission and thanked staff for their work.

The next meeting was scheduled for February 22, 2024.

Luisa Casso noted that she would not be in attendance at the February 22, 2024 meeting and had appointed Josh Baugh to make the report on behalf of the City Council Compensation and Term Length Subcommittee.

ADJOURNMENT

There being no further discussion and no objection to adjournment, the meeting was adjourned at 6:27 p.m.

Bonnie Prosser Elder, Co-Chair
Respectfully Submitted

David Zammiello, Co-Chair

Debbie Racca-Sittre, City Clerk