

# City of San Antonio



## AGENDA

### Charter Review Commission

**Monday, December 18, 2023**

**5:30 PM**

**Central Library, 600  
Soledad, Auditorium**

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The Charter Review Commission will meet in the Central Library, 600 Soledad, Auditorium beginning at 5:30 PM. Once convened, the Charter Review Commission will take up the following items no sooner than the designated times.

Once a quorum is established, the Charter Review Commission shall consider the following:

#### **Roll Call**

#### **Briefing on the following items:**

1. Presentation from the City Attorney's Office on ethics and meeting guidelines, including applicability of the Texas Public Information Act and Texas Open Meetings Act.
2. Discussion of subcommittees and subcommittee chairs.
3. Discussion of future meetings calendar for full Charter Review Commission.

#### **ADJOURNMENT**

At any time during the meeting, the Charter Review Commission may meet in executive session for consultation with the City Attorney's Office concerning attorney client matters under Chapter 551 of the Texas Government Code.

#### **ACCESS STATEMENT**

**The City of San Antonio ensures meaningful access to City meetings, programs and services**

**by reasonably providing: translation and interpretation, materials in alternate formats, and other accommodations upon request. To request these services call (210) 207-7268 or Relay Texas 711 or by requesting these services online at <https://www.sanantonio.gov/gpa/LanguageServices>. Providing at least 72 hours' notice will help to ensure availability.**

For additional information on the Charter Review Commission, please visit <https://www.sa.gov/Directory/Departments/CAO/City-Charter/Charter-Review-Commission>

Posted  
on: 12/15/2023 08:03 AM

# **Charter Review Commission**



**December 18, 2023**  
**Central Library**

# Agenda

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- Welcome and introductions
- Review charge
- Ethics and meeting guidelines presentation
- Identify subcommittees
- Discuss future meetings

# Commission Charge



- Mayor issued November 14, 2023 reconstituting the CRC with a revised charge
- Schedule should permit City Council to consider ballot propositions to amend City Charter during November 2024 election
- Identified the following issues:
  - Ethics Officer
  - Other Ethics Revisions
  - City Council Member Compensation
  - City Council Term Length
  - City Manager Tenure
  - City Manager Compensation
  - Council Districts
  - Redistricting
  - Language

# Meeting Protocols

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Commission members are encouraged to share their insight, knowledge and experience and in doing so should understand and appreciate that others may have an equally relevant, important but different point of view that deserves respect.

Commission members should:

- recognize that their colleagues are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to volunteer their time to this important effort.
- be mindful of the content, tone and delivery of their words while asking a question or making a comment to others involved in this process.
- respect the public and other members' speaking time.
- practice civility, professionalism and decorum in discussions and debate.



# City Staff Role

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- Coordinate meeting locations and agendas
- Conduct requested research and legal review
- Promote community awareness and engagement
- Document commission and subcommittee meeting minutes
- Provide technical assistance

Enable and support an effective Charter Review Commission process.



Open Government

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**Ethics**

**Texas Public Information Act**

**Texas Open Meetings Act**



# Ethics Code



- Conflict of Interests
- Unfair Advancement of Private Interests
- Gifts
- Confidential Information
- Representation of Private Interests
- Public Property and Resources
- Prohibited Interests in Contracts with City



# Public Information Act

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- Texas Gov't Code Ch. 552
- Enacted by the Legislature to ensure that records created by or on behalf of a governmental entity are public and available to a requestor within a reasonable time
- Request must be in writing
- Some exceptions apply

# Forms of Media

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- Any electronic media, any device, whether personal or belonging to governmental body
- Email, internet posting, text message, instant message, and other electronic communication
- Drafts, working copies, and notes





# Exceptions to Disclosure

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- To obtain authority to withhold records, the government must file a Request for Ruling with the Office of the Attorney General within 10 business days of receiving the request.
- If the deadlines are missed, the information is presumed to be public unless there is a compelling reason to withhold, usually a federal or state law mandating confidentiality.

# Personal Information

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- If election form on file, government may auto-redact official's or employee's home address, phone number, emergency contact information, and information about family members. No AG Request for Ruling needed.

# Communications

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- Create either an email account or a dedicated folder for all CRC-related documents
- Must produce within 10 business days if we receive a request for records
- We will send appropriate documents to the AG to withhold



# Open Meetings Act

Texas Gov't Code Chapter 551

- Post agenda 72 hours in advance
- Only posted agenda items can be discussed
- Public may comment on agenda items before vote taken
- All Commission meetings will be open and recorded
- Discussion and conversations must be in public, at posted meetings



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# Subcommittees





# Subcommittee Assignments

- Five subcommittees
  - 1) Ethics officer and other ethics revisions
  - 2) City Council compensation and term length
  - 3) City Manager tenure and compensation
  - 4) Council districts and redistricting
  - 5) Language modernization
- Rank subcommittees in order of preference from 1 to 5 based on your interests and background
- Mark your willingness to serve as a subcommittee chair
- Submit preferences to City staff by **Wednesday, Dec. 20, 2023**

# Subcommittee Process



- Subcommittee meetings will occur between CRC meetings
  - Subcommittee chairs to set meeting dates and share with CRC co-chairs
  - City staff will coordinate locations with chairs of subcommittees
  - City staff will take minutes and prepare required documents
- Subcommittees will submit a status report at each CRC meeting
  - City staff will share additional guidelines and template for submitting status reports
- Subcommittees should meet in mid-January in anticipation of second January meeting (first status reports)



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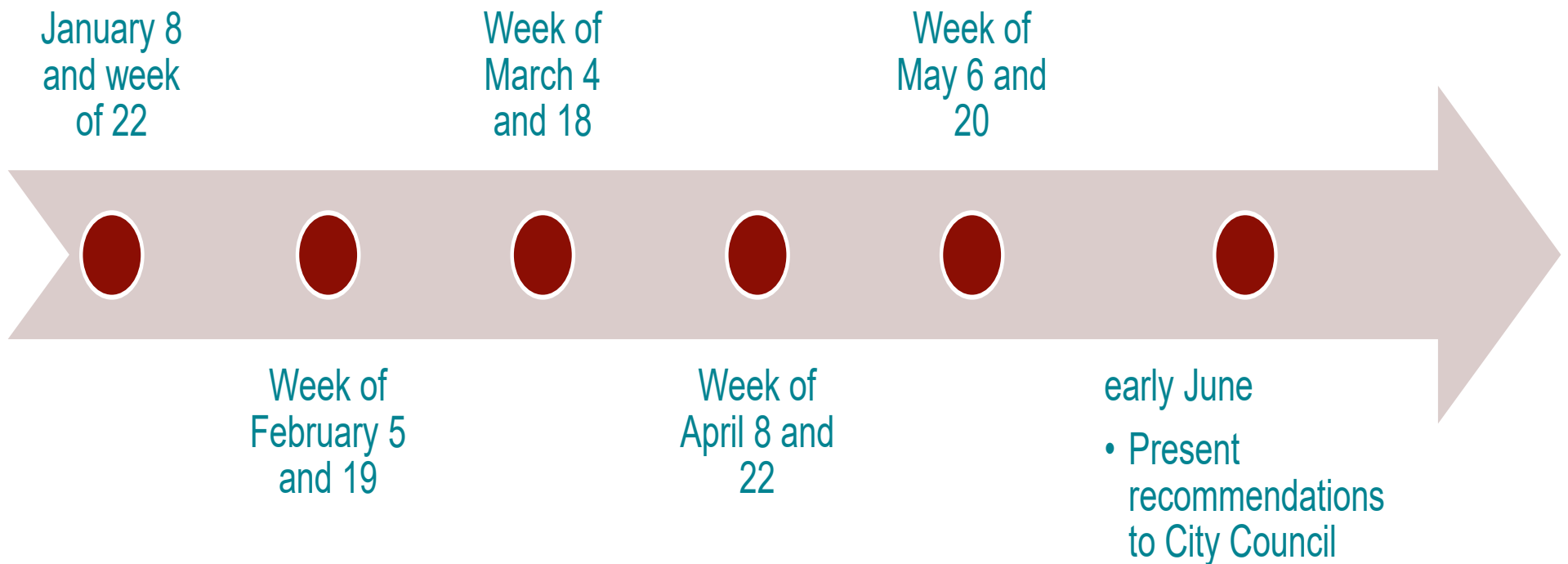
# Future general meetings

# CRC Meetings



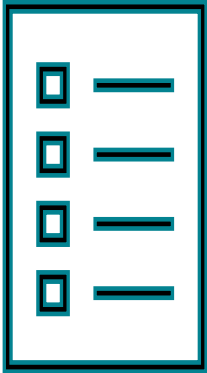
- Two evening meetings each month from January 2024 through May 2024
  - Total of no less than 10 meetings between January and May 2024
- Locations will rotate monthly across city quadrants – North, South, East and West – after January meetings
- Open to the public with opportunities for public comment
- Subcommittee work should occur between general CRC meetings
- CRC will report recommendations to City Council in early June 2024

# Proposed Timeline



*\* Final dates will be based on CRC feedback. All dates subject to change.*

# Next Steps



- **December 20 (Wednesday) by end of day**
  - Submit subcommittee preferences to City staff
  - Submit calendar availability via Doodle poll
- **January 8, 2024 (Monday)** – Next CRC meeting, 5:30 p.m. at Central Library (same location)
- **Subcommittees** – meet in mid-January; report to full CRC at second January meeting
- **Be on the lookout for:**
  - Subcommittee assignments
  - Guidelines and report templates for subcommittees
  - Calendar for future meetings



**Thank You**  
**End of Presentation**