

**CITY COUNCIL GOVERNANCE COMMITTEE MEETING  
MINUTES  
WEDNESDAY, APRIL 15, 2015  
1:00 P.M.  
CITY HALL, MEDIA BRIEFING ROOM**

Council Present:	Mayor Ivy R. Taylor, <i>Chair</i> Councilmember Rebecca Viagran, <i>District 3</i> Councilmember Rey Saldaña, <i>District 4</i> Councilmember Ron Nirenberg, <i>District 8</i> Councilmember Joe Krier, <i>District 9</i>
Staff Present:	Sheryl Sculley, <i>City Manager</i> ; Martha Sepeda, <i>Interim City Attorney</i> ; Edward Benavides, <i>Chief of Staff</i> ; Leticia Vacek, <i>City Clerk</i> ; Erik Walsh, <i>Deputy City Manager</i> ; Carlos Contreras, <i>Assistant City Manager</i> ; Christopher Callanen, <i>Assistant to City Council</i> ; John Peterek, <i>City Manager's Office</i> ; Ed Guzman, <i>Assistant City Attorney</i> ; Robert Murdock, <i>Director, Office of Military Affairs</i> ; Roderick Sanchez, <i>Director, Development Services Department</i> ; Thomas Schlenker, <i>Director, Metro Health</i> ; John Jacks, <i>Assistant Director, Development Services Department</i> ; Nikki Ramos, <i>Assistant Director, Department of Parks and Recreation</i>
Others Present	Carolyn Shellman, <i>Executive Vice President and General Counsel, CPS Energy</i> ; John Leal, <i>Director, Local Government, CPS Energy</i> ; Gilbert Garcia, <i>San Antonio Express News</i> ; Ryan Loyd, <i>Texas Public Radio</i>

**CALL TO ORDER**

Mayor Taylor called the meeting to order.

- 1. Approval of the Minutes for the City Council Governance Committee Meeting of March 25, 2015.**

Councilmember Saldaña moved to approve the minutes of the March 25, 2015 Governance Committee Meeting as submitted. Councilmember Viagran seconded the motion. Motion carried unanimously.

- 2. Report on Items Considered by City Council Committees Between March 21, 2015 and April 10, 2015.**

Mayor Taylor noted that all items on the Consent Agenda would be considered for approval as a group. She called attention to the Committee Report of future items to be presented at Council Committee Meetings and the City Council A and B Session Forecast.

Councilmember Nirenberg reported that he requested the Department of Human Services to present a briefing on Metro Health Regulations and Homeless Services to the Quality of Life Council Committee at the next meeting.

### **Individual Briefings**

- 3. A Briefing and Possible Action on a Request from the Governance Committee to Finalize a Recommendation Regarding Guidelines for the Structure of Employment Contracts, Creation of Job Descriptions for the Administrative Assistants who are Employees of the Individual Elected Officials. [Edward Benavides, Chief of Staff; Christopher Callanen, Assistant to City Council]**

Christopher Callanen reported that in December staff was asked to submit recommendations in order to provide structure and maximum flexibility for Council Aide Positions (Contract Employees). He noted that the Mayor and each Councilmember was currently authorized to hire up to six Full Time Equivalent (FTE) Contract Employees. He stated that staff assisted Elected Officials by managing Contract Employees (Contract Processing, Bi-Monthly Payroll Processing). He noted that a standard process for the receipt of Applications and Job Descriptions did not currently exist. He distributed and recommended approval of the 5 following Job Description Templates:

1. Chief of Staff
2. Planning/Zoning Management
3. Communications
4. Constituent Services
5. Special Projects

In addition to the approval of the 5 Job Description Templates; he recommended the establishment of the following Application Documents for said Job Descriptions:

- ❖ Cover Letter
- ❖ Resume
- ❖ Job Description

He added that he would work with the Elected Officials to identify an Employee Evaluation Method suitable for each District Office. He stated that staff would include the Application Documents in the existing Personnel File which included the following:

- Executed Employment Contract
- Amendments to Employment Contract
- Copy of I-9
- Copy of Driver's License
- Bank Account Information (for Direct Deposit)
- Health Insurance Enrollment Information

He additionally recommended implementation of the proposed Council Field Office Policy beginning June 1, 2015 to coincide with the 2015-2017 City Council Term:

- Endorsement of a Policy requiring City Council Field Offices to be located in City-Owned or Public Facilities
- Clarification of the number of Field Offices operated per District

He added that currently there were four Field Offices located in Public Facilities. He stated that the estimated cost to relocate a Field Office was \$15,000-\$20,000. He reviewed the benefits of relocation of Field Offices to City-Owned or Public Facilities.

Mayor Taylor spoke in support of the recommended policy changes.

Councilmember Nirenberg suggested that a request for variance from the proposed policy be brought before the full City Council for consideration.

Councilmember Saldaña moved to approve and forward a uniform process for the receipt of Applications and Job Descriptions, endorsement of a policy requiring City Council Field Offices to be located in City-Owned or Public Facilities, a process for variance from the proposed policy for the location of Field Offices, and to clarify the number of Field Offices in each District to the full City Council. Councilmember Nirenberg seconded the motion. Motion carried unanimously.

**4. A Briefing by CPS Energy on the Proposed Updates to the CPS Quadrant Map that is used to Appoint Members of the CPS Board of Trustees. [Ben Gorzell, Chief Financial Officer; Troy Elliott, Director, Finance]**

John Leal stated that the current City Public Service (CPS) Energy Quadrant Map (Map) was last revised in 2008. He reported that population growth in Northeast and Northwest Bexar County identified by the 2010 Census necessitated an update of said Map for selection of members to the CPS Energy Board of Trustees. He noted that said Map reflected Redistricting which took place in 2013. He stated that City Staff recommended a revision to the CPS Energy Quadrant Map to reflect population changes in Bexar County as identified by the 2010 Census.

Councilmember Nirenberg moved to approve and forward the revised CPS Energy Quadrant Map to the full City Council. Councilmember Krier seconded the motion. Motion carried unanimously.

**5. A Briefing and Possible Action on a Request from District 8 Councilmember Ron Nirenberg to Discuss the Establishment of a Committee Charged with Oversight of the San Antonio Municipal Court System. [Martha G. Sepeda, Acting City Attorney]**

Martha Sepeda stated that on April 2, 2015, Councilmember Nirenberg submitted a Council Consideration Request (CCR) to discuss the establishment of a committee charged to provide oversight of the San Antonio Municipal Court System. She reported that in 2007, the City Council created a Municipal Court Advisory Committee (Advisory Committee) to function as a Judicial

Liaison between Municipal Court and the City Council and provide recommendations on Judicial Nominations. She noted that said committee had been dormant for a number of years. She reported that Municipal Court Judges were appointed for a term of two years and noted that State Law did not mandate a process to be utilized for the appointment of said Judges. She stated that staff recommended that the Municipal Court Advisory Committee, including its mission and composition, be revised to meet current needs and conform to Best Practices. She noted that staff would submit a revised structure to the Committee.

Mayor Taylor asked of the most recent structure of said committee. Ms. Sepeda replied that most recently said committee was a Subcommittee of City Councilmembers appointed by the Mayor.

Councilmember Nirenberg stated that the intent of the CCR was to provide a forum for discussion of Municipal Court Matters in addition to Judicial Nominations. He noted that the establishment of the Advisory Committee as a standing committee could be substantiated due to the fact that unique knowledge was required in the selection of Judicial Nominees.

Councilmember Krier suggested that the San Antonio Bar Association be contacted for a referral of an Attorney for membership in the Advisory Committee. He suggested that the Mayor designate an alternate for the Mayoral position on said Committee.

Ms. Sepeda stated that the 2007 Advisory Committee included two representatives from the San Antonio Bar Association, Judges, Citizens, the Presiding Judge, and the Mayor.

Councilmember Nirenberg requested City Council representation on said Committee.

Mayor Taylor requested that the Advisory Committee meet quarterly and include Judges, Citizens, the Presiding Judge, a representative of the City Council, and the Mayor.

Councilmember Krier moved to revise the structure of the Municipal Court Advisory Committee which was charged to provide oversight of the San Antonio Municipal Court System. Councilmember Saldaña seconded the motion. Motion carried unanimously.

Ms. Sepeda stated that the revised structure of the Advisory Committee would be brought back before the Governance Committee.

#### **Item 6 was pulled for Individual Consideration**

- 6. A Briefing and Possible Action on a Request from District 2 Councilmember Alan Warrick to Consider a “Waiver of Alarm Permit Fees for Victims of Domestic Violence, Child Abuse, Sexual Assault and Stalking. [Erik Walsh, Deputy City Manager; Anthony Treviño, Interim Police Chief]**

Councilmember Viagran requested a Waiver from the Alarm Permit Fees to include Senior Citizens as well. Councilmember Warrick expressed his support of said amendment.

Councilmember Viagran moved to approve and forward a Waiver of Alarm Permit Fees for Senior Citizens, Victims of Domestic Violence, Child Abuse, Sexual Assault, and Stalking to the Public Safety Council Committee. Councilmember Treviño seconded the motion. Motion carried unanimously.

### **Consent Briefings**

7. **A Briefing and Possible Action on a Request from District 10 Councilmember Gallagher for Passage of a Resolution Proclaiming May 8, 2015 as “Military Spouse Appreciation Day.”**[Carlos Contreras, Assistant City Manager; Jeff Coyle, Director, Intergovernmental Relations]
8. **A Briefing and Possible Action on a Request from District 7 Councilmember Cris Medina for Proposed Changes to City Code Chapter 36, “Smoking” as it Relates to the Sale of E-Cigarettes to Anyone Under the Age of 18.** [Erik Walsh, Deputy City Manager; Dr. Thomas L. Schlenker, Director of Public Health]
9. **A Briefing and Possible Action on a Request from District 8 Councilmember Ron Nirenberg to Develop a Strategy for Linear Creekway Safety and Security.** [ Erik Walsh, Deputy City Manager; Anthony Treviño, Interim Police Chief]
10. **A Briefing and Possible Action on a Request from District 8 Councilmember Ron Nirenberg for an Analysis and Update of the IH-10 Hill Country Gateway Corridor Overlay District.** [Erik Walsh, Deputy City Manager; Roderick Sanchez, Director, Development Services]
11. **A Briefing and Possible Action on a Request from District 8 Councilmember Ron Nirenberg and District 10 Councilmember Mike Gallagher Regarding a Memorial Street Name Designation of a Portion of N. New Braunfels to Bob Dickson Way.** [Erik Walsh, Deputy City Manager; Roderick Sanchez, Director, Development Services]
12. **A Briefing and Possible Action on a Request from District 2 Councilmember Alan Warrick Relating to the Historic District Designation Process.** [Carlos Contreras, Assistant City Manager; Shanon Miller, Office of Historic Preservation]

Councilmember Saldaña moved to approve and forward Consent Items 7-12 to the respective City Council Committees for consideration. Councilmember Nirenberg seconded the motion. Motion carried unanimously.

### **Consideration for Future Meetings**

13. Next Meeting Scheduled: May 20, 2015

It was noted that the next meeting would be held on May 20, 2015.

**Adjournment**

There being no further discussion, Mayor Taylor adjourned the meeting at 1:45 p.m.

ATTEST:

  
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*Leticia Vacek, TRMC/MMC/CMC*  
*City Clerk*

  
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*Ivy R. Taylor*  
*Mayor*