

# **The Council Consideration Request (CCR) Process**

**Andy Segovia, City Attorney**  
**City Council B Session**  
**February 21, 2024**



# Background



- The CCR Ordinance sets up the process for council members to add items to a council or committee agenda .
- CCR Ordinance was last updated in 2007.
  - Five council members sign CCR
  - Submitted to the City Clerk
  - Referred to full Council or Governance Committee
  - Placed on the “next available agenda” ...
  - Governance Committee to schedule in a “timely manner”
- Since then, the CCR process has evolved by practice.

# Background



Number of CCRs Submitted	
2019	29
2020	11
2021	28
2022	21
2023	28
2024	4 (through Feb 16)* * 16 in the queue

# Background



- Councilman Marc Whyte recognized that the current process did not match the model outlined in the 2007 Ordinance.
- The Councilman worked with the Mayor, City Manager, and City Attorney's Office to develop an updated CCR process for consideration by Council.
- Stronger focus on timing and actions for consideration of CCRs by the Governance Committee.

# Council Consideration Request



- The CCR ordinance outlines the process for scheduling CCR items at Governance Committee and council committee meetings.
- CCR:
  - Signed by 5 council members
  - Signature indicating the item should be considered but does not necessarily mean support for the item
  - Submitted to the Clerk for filing and tracking
- The sponsoring council member notifies the City Manager of the CCR to identify City actions or programs being implemented.
- Clerk to develop system for tracking CCRs

# Governance Committee Timing



The CCR will be placed on the Governance Committee agenda within 60 days of being submitted or by second scheduled Governance Committee meeting, whichever is sooner.

*Timing allows for summer and winter breaks*

# Governance Committee Actions



The Governance Committee will take one of the following actions:

1. If necessary, submit the CCR for financial, legal, and appropriate department review to be done within 90 days then placed on the next Governance Committee agenda
2. Vote to refer the CCR to a council committee or full Council
3. Vote to refer the CCR to the City Manager's Office for consideration in the next budget goal setting process *if the costs associated with the recommended action cannot be practically achieved without Council changing spending priorities*
4. Vote to clear the CCR from further consideration

# Removal from Consideration



Reasons the Governance Committee or a Council Committee may remove the CCR from further consideration:

1. The requested action in the CCR is enacted into law (State or Federal)
2. The requested action is preempted by State or Federal law
3. The requested action is already implemented or being implemented by the City Manager
4. The Governance Committee determines for policy reasons that the action should not be recommended to the full City Council



# Proposal Update



- Proposal was discussed at the Governance Committee on October 18, 2023
- Referred to full City Council for consideration on December 7, 2023, referred to later B Session
- If update were passed the new process will apply to CCRs submitted going forward
- Mayor/CMO will outline an expedited process for addressing CCRs currently in the queue

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