



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 2

**Agenda Date:** February 21, 2024

**In Control:** City Council B Session

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**DEPARTMENT:** City Attorney's Office

**DEPARTMENT HEAD:** Andy Segovia

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Briefing on a potential update to the rules and procedures for the scheduling and consideration of Council Consideration Requests.

**SUMMARY:**

The City Attorney's Office will brief City Council on a potential update to the rules and procedures for the Council Consideration Request process of scheduling and consideration of items at City Council and committee meetings. The proposed changes were the result of discussions between Councilman Marc Whyte, the Mayor, the City Manager, and the City Attorney.

**BACKGROUND INFORMATION:**

On October 18, 2023, the Governance Committee discussed and approved to take before the full City Council a restatement of the rules and procedures for the Council Consideration Request (CCR) process of scheduling and consideration of items at City Council and committee meetings.

On December 7, 2023 the City Council voted to schedule the item for a briefing before the full City Council.

The City Charter gives the City of San Antonio City Council the power to create their own rules including those related to the scheduling and consideration of items at City Council and committee meetings. This ordinance includes rules and procedures related to the timing and actions that can be taken over the lifecycle of a CCR. These include:

- The CCR is signed by five council members whose signature indicates the item should be considered but does not necessarily mean support for the item.
- The sponsoring council member notifies the City Manager of the CCR to identify City actions or programs being implemented.
- The CCR is submitted to the Clerk for filing and tracking.
- The CCR will be placed on the next Governance Committee agenda within 60 days of being submitted or by second scheduled Governance Committee meeting, whichever is sooner.
- The Governance Committee will take one of the following actions:
  - 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.
  - Vote to assign the CCR to a Council Committee or the full City Council for consideration.
  - 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.
  - Vote to remove the CCR from further consideration.
- The Governance Committee or Council Committee may remove the CCR from further consideration:
  - The requested action in the CCR is enacted into law (State or Federal).
  - The requested action in the CCR is preempted by State or Federal law.
  - The requested action in the CCR is already implemented or in the process of being implemented by the City Manager.
  - The Governance Committee determines for policy reasons that the action should not be recommended to the full City Council.

If approved, the update to the CCR process will replace Resolution No. 2007-01-11-0054 passed and approved on January 11, 2007 amending the rules and procedures approved through Resolution No. 2003-24-26 on June 12, 2003 adopting certain rules and procedures for the scheduling and consideration of items at City Council and Council Committee meetings.

**ISSUE:**

NA

**ALTERNATIVES:**

NA

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

The proposal concerns internal policy and procedures of Council. Consequently, there is no staff recommendation.