

ORDINANCE

RESTATING THE RULES AND PROCEDURES FOR THE SCHEDULING AND CONSIDERATION OF ITEMS AT CITY COUNCIL AND COMMITTEE MEETINGS.

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WHEREAS, Sections 11 and 12 of the City Charter authorize the City Council to determine its rules of procedure and order of business; and

WHEREAS, Resolution No. 2003-24-26, passed and approved on June 12, 2003, adopted certain rules and procedures for the scheduling and consideration of items at City Council and Council Committee meetings; and

WHEREAS, Ordinance No. 2007-01-11-0054 passed and approved January 11, 2007 amended the rules and procedures; and

WHEREAS, the City Council desires to update and restate the rules and procedures for scheduling and consideration of items at City Council and Council Committee meetings; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The procedure for scheduling the consideration of items at City Council and Council Committee meetings shall be through the submission to the City Clerk of a "Council Consideration Request" (CCR) memorandum be signed by exactly five councilmembers. A City Council member's signature on a CCR means only that the member agrees that the matter should be scheduled for consideration and does not denote the member's position on the matter to be considered. Prior to submitting the CCR the sponsoring Council member shall notify the City Manager's Office (CMO) of the proposed action, for identification of any City actions or programs planned to be implemented that may pertain to the CCR recommended action.

SECTION 2. The CCR is submitted to the City Clerk for filing and number identification to track progress. The City Clerk shall forward a copy to all members of the City Council and the City Manager.

SECTION 3. Within 60 days of the submission to the City Clerk, or by the second scheduled Governance Committee meeting, whichever is sooner, the CCR will be placed on the agenda (for briefing and action) of the next Governance Committee meeting.

SECTION 4. Once on that agenda, the Governance Committee will take one of the following actions:

- a. If necessary, submit the CCR for financial, legal, and appropriate department review. The review shall take no more than 90 days, after which the CCR will be placed on the next Governance Committee agenda for briefing and possible action.
- b. Vote to assign the CCR for consideration to a Council Committee or the full City Council. If a CCR is assigned to a Council Committee, the committee to which it is assigned should be related to the substance/topic of the CCR.

- c. Vote to refer the CCR to the CMO 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.
- d. Vote to remove the CCR from further consideration for the following reasons:
 - i. The requested action in the CCR is enacted into law by State or Federal legislation.
 - ii. The requested action in the CCR is already implemented or in the process of being implemented by the City Manager.
 - iii. State or Federal legislation preempts the action requested in the CCR.
 - iv. The Governance Committee determines for policy reasons that the action should not be recommended to the full City Council, e.g., the costs associated are not consistent with Council budget priorities, etc.

SECTION 5. The sponsoring Council member may make a written request to the Mayor to extend the scheduling timelines outlined in this ordinance.

SECTION 6. The City Clerk will develop a forum, e.g., a website, so that the public can easily track and monitor the progress of a CCR as it makes its way through the consideration process, including listing information related to committee or council action.

SECTION 6. This ordinance supersedes any prior City ordinance, resolution, or rule pertaining to the CCR process or other means of placing items on the agenda of the City Council or Council agenda meetings by members of the City Council. In accordance with the Texas Open Meetings Act, the City Council, by a majority vote during a City Council meeting, may direct staff to place an item on the agenda for a future City Council or Council Committee meeting.

SECTION 7. This Ordinance is effective on May 1, 2024 after passage by a majority of City Council.

PASSED AND APPROVED on this the ____ day of _____ 2024.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney