




**CITY OF SAN ANTONIO  
OFFICE OF THE MAYOR**

**TO:** City Councilmembers  
**COPIES:** Erik Walsh, City Manager  
Andy Segovia, City Attorney  
Debbie Racca-Sittre, City Clerk  
**FROM:** Gina Ortiz Jones, Mayor   
**SUBJECT:** Council Consideration Request (CCR) Process  
**DATE:** August 8, 2025

After feedback and additional discussion on how to achieve a more informed and efficient implementation of policy that is important to the community, I have further revised the process enhancements to manage CCRs originally distributed July 15th. To reiterate, the objectives are: 1) to increase the speed by which CCRs are processed and addressed, 2) create efficiencies for better use of Council time, and 3) minimize legal risk to our community. We will use the revised process for the next six (6) months to determine if further enhancements to the process are needed and, at that point, what may need to be codified into the CCR ordinance.

I understand some of these enhancements have been expectations and/or practices by some of you and former Councilmembers; however, they were never set in writing. Placing practice in writing helps to clarify the expectations for all and minimize the redundant expenditure of resources, such as redundant legal reviews by council staff in the absence of a formal legal review before the CCR reaches the Governance Committee.

Further, I understand notifying the Mayor's Chief of Staff of impending CCRs was common practice by some, as it's a basic professional courtesy. My intent was similar: a notification, not a formal review of the draft CCR. Councilmembers and their staffs are encouraged to notify my Chief of Staff of impending CCRs, as I and my Chief of Staff will continue to operate from a place of working to ensure we are all successful.

The City Attorney has again affirmed the enhancements below do not require a change to the current ordinance. I understand several CCRs have already been resubmitted using the enhancements outlined, with some being resolved without the need for Council review/action--precisely because resolution could be reached without a CCR/Council action, or the draft CCR's



desired effect was already in the process of being accomplished by City staff. These outcomes are my intent—focus our time and energies where they are needed. None of the enhancements prevents any office from issuing a press release or conducting some other public engagement around the submission of a CCR. More importantly, I have not received feedback that the enhancements have resulted in delays to the processing of CCRs. Lastly, out of respect for the newly elected members of City Council and in accordance with other major legislative bodies, CCRs that were not actioned in the previous term will need to be re-submitted for consideration.

### **CCR Process Enhancements**

Consistent with the 2024 CCR Ordinance and with our shared goal of policy implementation in a timelier manner, the following CCR process enhancements will apply:

***Prerequisites.*** Before obtaining signatures from other Council members, the Councilmember authoring the CCR submits a draft CCR to the City Manager and City Attorney, in that order.

- Within one business day after submittal, the City Manager will sign the CCR to acknowledge notification, ensuring all recipients of the draft CCR can attest to the integrity of the statement that the City Manager has been notified. The CCR template explicitly asks the sponsor to confirm that they notified the City Manager; however, adherence to this basic practice was inconsistent. Incorporating the City Manager's signature allows those reviewing the draft CCR to have confidence that this critical step was accomplished, and the City Manager was able to identify any City actions or programs planned to be implemented that may pertain to the CCR recommended action (i.e., CCR may not be needed, because the action requested will be included in the proposed budget). Following this step,
- Within one business day after submittal, the City Attorney's Office will sign the CCR to acknowledge that an initial screening occurred to determine if the action requested is clearly preempted or would lead to non-compliance with law (this precludes proposals contrary to law). After signing, if the City Attorney's Office identifies potential legal issues/risks, they will provide a written explanation within four business days outlining those for the CCR sponsor and potential co-sponsors. Changes in our judicial environment necessitate we do not needlessly expose our community to legal risks. Therefore, this initial legal review is critical.
- In the CCR, the Councilmember will provide a statement which outlines how the proposed CCR creates or improves a core service for the City. Consistent with the budget process, core services are evaluated as whether the services are legally required constitutionally, statutorily, by Charter, Voter approved bonds or referendum, City Code, contracts or existing Ordinances. If it is not related to a core service, the CCR sponsor states that as well. In instances where an ordinance is not required under Section 18 of the City Charter, a CCR may propose Council action on a resolution instead of Council action on an ordinance. As we enter an unprecedented fiscally challenging environment for our

community, an immediate understanding of the CCR's impact on core services may facilitate the Council's timely consideration and the public's input.

Following the above steps and upon attaining the requisite number of signatures needed to file, the sponsoring Councilmember will file the CCR with the City Clerk. The CCR shall proceed to the Governance Committee as outlined in the current ordinance.

***Governance Committee Action.*** Review and action by the Governance Committee shall proceed according to the current ordinance. Prior to its review, the Governance Committee shall receive the following in writing from the City Manager and the City Attorney's Office (as applicable):

- A recommendation as to whether the CCR should proceed as a resolution as opposed to an ordinance.
- A determination that the CCR may be incorporated in the scope of current operational work in whole or in part
  - without a significant impact to the budget
  - without a legal requirement for an additional ordinance
- A recommendation that, given the budget implications, the CCR should proceed as part of the budget process
  - If it is within the City Manager's discretionary authority and within the existing budget, the CCR may not need to proceed to the budget process

***Governance Committee Considerations.*** In reviewing the CCR, the Governance Committee will take an objective holistic approach considering legal, budget, policy and reputational implications.

***Report Back to Sponsor.*** After Governance Committee action, the sponsoring Councilmember will receive a written closure/next steps report outlining either the final determination or the next steps in the processing of the CCR.





**Council District 5**  
Teri Castillo



**Council District 7**  
Marina Alderete Gavito



**Council District 10**  
Marc K. Whyte

NOV 16 2025  
CITY OF SAN ANTONIO  
CLERK OF THE CITY COUNCIL

## Three Signature Memo

**TO:** Debbie Racca-Sittre, City Clerk

**FROM:** Councilmember Teri Castillo; Councilmember Marina Alderete Gavito; Councilmember Marc Whyte

**COPIES:** Erik Walsh, City Manager; María Villagómez, Deputy City Manager; Mayor & City Council; Andy Segovia, City Attorney

**SUBJECT:** Proposed Changes to Ordinance No. 2024-03-21-0181 as Referenced by Mayor Jones' Memo on July 14, 2025

**DATE:** July 31, 2025

In light of recent discussions regarding proposed changes to the Council Consideration Request (CCR) process, we formally request a Special City Council meeting be scheduled no later than August 15, 2025, for the full Council to publicly review and discuss any such proposed changes.

As stated in our July 16, 2025 correspondence, the CCR process is currently governed by a valid City ordinance (No. 2024-03-21-0181), and any changes must be formally considered and adopted by the full City Council. A memorandum alone cannot supersede a valid ordinance duly passed by Council. Two weeks have passed since we submitted our letter, and no effort has been made to discuss and work through the proposed changes with the full Council.

We welcome an open and transparent discussion with our colleagues about potential improvements to the CCR process, in accordance with the procedures outlined in the current ordinance. This meeting can also allow the full Council to ensure a shared understanding of the current ordinance and its procedures.

Teri Castillo  
District 5

Marina Alderete Gavito  
District 7

Marc K. Whyte  
District 10