

**CITY OF SAN ANTONIO
CITY MANAGER'S OFFICE
CITY COUNCIL AGENDA MEMORANDUM**

TO: Sheryl Sculley, City Manager

FROM: Michael Bernard, City Attorney; Leticia Vacek, City Clerk

SUBJECT: Council Meeting Procedure Amendments

DATE: March 30, 2006

SUMMARY AND RECOMMENDATION

A. This ordinance amends City Code, Article II, Section 2-26 "Regular Meetings" to improve the Council meeting process.

B. This ordinance will formally reschedule all City Council meetings scheduled for the 4th Wednesday and Thursday of every month to the next available meeting date.

C. Certain City Council meetings scheduled for July 2006 will be rescheduled to the next available date in August 2006 as follows:

<u>SCHEDULED MEETING</u>	<u>SCHEDULED TO</u>
Wednesday July 5, 2006 (B Session)	Wednesday, August 2, 2006
Thursday, July 6, 2006	Thursday, August 3, 2006
Wednesday, July 12, 2006 (B Session)	Wednesday, August 2, 2006
Thursday, July 13, 2006	Thursday, August 3, 2006
Wednesday, July 19, 2006 (B Session)	Wednesday, August 2, 2006
Thursday, July 20, 2006	Thursday, August 3, 2006
Wednesday, July 26, 2006 (B Session)	Wednesday, August 2, 2006
Thursday, July 27, 2006	Thursday, August 3, 2006

In addition, this ordinance will reschedule all Council Committee meetings for the respective weeks noted above. Committee meetings will resume at the next scheduled meeting date beginning the week of Monday, August 7, 2006.

Staff recommends approval of this ordinance.

BACKGROUND

The City Manager's Office (CMO) has evaluated the current Council agenda and meeting process in an effort to identify areas for improvement. Council was briefed during the March 22, 2006 "B" Session, at which time the City Manager recommended certain procedural changes be made in order to increase efficiency, reliability, and quality of service provided to City Council,

City Departments, and to the citizens of San Antonio. Council expressed support for the following changes to the Council meeting procedure, which may require an amendment to City Code, Article II, Section 2-26 "Regular Meetings" or will be implemented administratively.

- Consent List- Section 2-26 (1) and (2) will be amended so the consent list can be approved by one motion *before* Council discusses each individual item. Consent items that are identified for discussion and staff presentation by Council Members to be discussed following the completion of the last Individual Item.
- Ceremonial items will have a flexible schedule in order to better coordinate with the start time of Citizens to Be Heard.
- Reschedule (cancel) 4th Council meeting of each month to become effective immediately.
- Reschedule all Council Meetings in July 2006 to include A Sessions, B Sessions, and Council Committee Meetings in order for staff and Council to work on the FY2006-2007 budget process. Council Committee meetings will resume at the next scheduled meeting date beginning the week of Monday, August 7, 2006.
- Creation of a consent list for applicable Zoning cases and rescheduling Zoning Hearings to 4:00 p.m. instead of 2:00 p.m., effective at the April 20, 2006 Council Meeting. Beginning May 2006, Zoning cases will be heard on the 1st and 3rd Thursdays of the month.
- Formalize a Council Q & A Process-
 - City Manager staff will finalize and distribute draft agenda packets by mid-day Friday for Council review
 - Staff will gather questions from Council offices on Mondays regarding the current week's agenda
 - Council questions received on Monday will be responded to in written form on Wednesday in preparation of the Thursday Council meeting

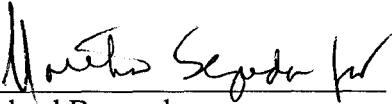
POLICY ANALYSIS

These amendments are consistent with the Mayor and Council's goal to continuously reevaluate and improve procedures and policy within the City to increase efficiency, productivity, reliability, and quality of service provided to the citizens of San Antonio.

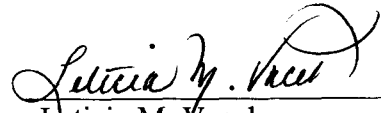
The change of the City Council meeting schedule is keeping with previous policy regarding deviation from the regular meeting schedule. If the City Council deems it necessary, a special City Council may be called.

COORDINATION

This item was coordinated with the City Attorney's Office, City Clerk's Office, Finance Department, and Office of Management and Budget.

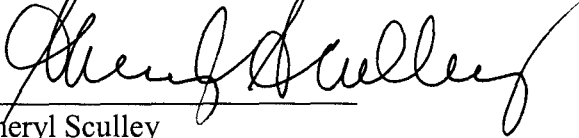


Michael Bernard
City Attorney



Leticia M. Vacek
City Clerk

Approved for Council Consideration:



Sheryl Sculley
City Manager