

**THIS IS A DRAFT AND WILL BE REPLACED BY THE  
FINAL RESOLUTION APPROVED BY CITY COUNCIL**

**A RESOLUTION**

**SUPPORTING THE PUBLIC PARTICIPATION GUIDING PRINCIPLES OF  
THE CITY OF SAN ANTONIO**

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**WHEREAS**, engaged residents and public participation are fundamental to the health of City government; and

**WHEREAS**, the City defines public participation as “any process that obtains and considers public input in a decision prior to taking action”; and

**WHEREAS**, the successful development of policy and implementation of City programs depends on meaningful public participation, which engenders trust and accountability between the community and the government that serves it; and

**WHEREAS**, in February of 2018, Councilwoman Ana Sandoval filed a Council Consideration Request to develop principles and standards for each City campaign to follow in order to create consistency, clear expectations, and ample opportunity for the public to provide input prior to Council action; and

**WHEREAS**, the City’s Government & Public Affairs Department (GPA) lead the effort to respond to the CCR, and assessed the City’s current public participation techniques utilized by departments; convened a cross-departmental working group to establish guiding principles; reviewed Citizens to be Heard; and developed a tool for updating the community on specific issues; and

**WHEREAS**, the GPA proposed ten (10) public participation guidelines to the Community Health and Equity Council Committee on November 26, 2018, and the council committee members passed a motion to propose a resolution in support of the public participation guidelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City of San Antonio commits to following these guiding principles in public participation efforts:

**MEANINGFUL** - Ensure that public input is appropriately considered in the decision-making process; use public participation to improve City programs, policies and ordinances.

**TRANSPARENT** - Be open and clear by communicating the decision-making process to the public, including the role of public in the process, what type of input is sought and how the input will be used; provide a public record of the input received and the range of views and ideas expressed.

**RESPECTFUL** - Consider all input received, including differing viewpoints, while balancing the interests of all stakeholders

**INCLUSIVE** - Engage a broad range of stakeholders, with particular emphasis on those who do not normally take part in City public participation processes; make every effort to ensure that stakeholder groups do not feel left out of the process.

**ACCESSIBLE** - Ensure that anyone who wants to participate in the process can provide input; overcome barriers to participation, whether they are geographical, physical, socioeconomic or language barriers.

**INFORMATIVE** - Educate through public participation; use the opportunity to help people understand how the City organization works and to enhance both the public's and the City's understanding of issues, policies and challenges; strive to ensure that opinions are informed with facts.

**RESPONSIVE** - Communicate outcomes to all who participated and provided input

**TIMELY** - Seek public input well ahead of key decisions; engage the public proactively.

**CONVENIENT** - Make it as easy as possible to engage with the City; provide multiple opportunities for the public to provide input; when possible, meet people where they are instead of only requiring them to show up to a public meeting; utilize the power of digital communications while being mindful of technology gaps.

**CONTINUOUS** - Treat every input provided by the public as another step toward a more engaged community by developing the infrastructure to foster sustained participation; residents who make the effort to participate should be continually engaged in future efforts; residents who want to share an opinion with their City organization should be able to do so at any given time.

**SECTION 2.** This Resolution is effective upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

*Passed and approved on the \_\_\_\_ day of December, 2018.*

CAM  
Item No. \_\_\_\_\_  
12/\_\_\_/2018

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek  
City Clerk

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Andrew Segovia  
City Attorney

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