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DEPARTMENT OF
ADMINISTRATIVE SERVICES

BUDGET AND POLICY REVIEW

CITY OF SACRAMENTO
CALIFORNIA

October 19, 2000

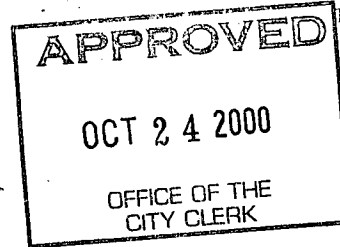
CITY HALL
ROOM 100
915 I STREET
SACRAMENTO, CA
95814-2684

PH 916-264-5845
FAX 916-264-5755
TDD (ONLY) 916-264-7227

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: USE OF CONSENT CALENDAR



LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

This report requests that the City Council confirm the policy that staff should not attend City Council meetings for items on the consent calendar unless requested by the City Manager based on a prior request by a Council member to pull an item from the consent calendar.

CONTACT PERSON: Gus Vina, Finance/Budget Manager, 264-7138

FOR COUNCIL MEETING OF: October 24, 2000

SUMMARY:

Staff members from several departments currently attend the afternoon City Council meeting in the event that an item is pulled from the consent calendar for discussion. The proposed policy change will redirect resources to more productive activities and create efficiencies in staff time, travel and parking costs. For items placed on the consent section of the agenda, staff will not attend City Council meetings unless asked to do so by the City Manager. If a Council member has questions or wishes to discuss a consent item, they should notify the City Manager the day before the meeting so that staff can be called. If this cannot be done, the item will be rescheduled as a staff report at the next available City Council meeting. Staff will continue to attend City Council meetings to present staff reports and public hearing items. On the rare occasion when a citizen is present to speak on an item on the consent calendar, every effort will be made to get a staff member to the meeting.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND INFORMATION:

Items being heard by the City Council can be placed on the consent calendar, under staff reports or as a public hearing. The consent calendar is used for items that are: non-controversial, informational, routine or general housekeeping. The intent is to have the consent calendar adopted without discussion. Generally, reports with time sensitive issues should not be placed on the consent calendar. If a department feels that it is necessary to place an item on the consent calendar that is time sensitive or may generate questions, staff should plan to attend the City Council meeting.

The staff report section is used for items that amend existing policy or create new policy, reports with financial implications, controversial items or items that require staff to receive direction from the City Council.

Items that require noticing in order to be heard by the City Council, such as fee increases and ordinances, should be placed under the Public Hearings section.

FINANCIAL CONSIDERATIONS:

There are no fiscal impacts associated with this report.

POLICY CONSIDERATIONS:

This report re-establishes the policy of adopting the consent calendar without discussion. It will redirect staff resources to more productive activities.

ENVIRONMENTAL CONSIDERATIONS:

There are no environmental considerations associated with this report.

ESBD CONSIDERATIONS:

This report does not involve the purchase of goods or services.

Respectfully Submitted,



ROBERT P. THOMAS
City Manager