



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Consent
March 23, 2010

Honorable Mayor and
Members of the City Council

Title: Council Rules of Procedure

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** 1) approving the Council Rules of Procedure adding language for managing and scheduling Mayor/Council requests made under "Council Ideas, Comments and Questions" and 2) repealing Resolution 2010-053.

Contact: Shirley Concolino, City Clerk, (916) 808-5442; Patti Bisharat, Director of Governmental Affairs, (916) 808-8197

Presenter: Patti Bisharat, Director of Governmental Affairs

Department: City Clerk/City Manager's Office

Division: N/A

Organization No. 0700

Description/Analysis

Issue: The recently approved Council Rules of Procedure includes a requirement for Council requested report backs in one week. With agenda preparation and posting requirements, that allows less than two working days for staff to prepare a response. In most cases, this does not allow adequate time for a quality professional response to be prepared that will be useful to Council. Staff recommends a revamping of the "City Council Follow-up Log" to a process similar to the log used for tracking agenda items for the Law and Legislation Committee.

Policy Considerations: The proposed process continues the commitment by Mayor and Council to provide public access to City processes and to enhance the goal of a more "Transparent Government" while adhering to the standards of high quality.

Environmental Considerations:

California Environmental Quality Act (CEQA):

Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability Considerations: NA

Commission/Committee Action: None

Rationale for Recommendation: On February 2, 2010, Resolution 2010-053 was adopted including chapter 9 (B) directing the City Clerk to agendize Council Requests for discussion at the next subsequent Council meeting, or the date specified by the requesting Member, any Member's request to staff for a report back to Council or for agendizing a matter, when the Member makes such a request during the Council meeting.

Incorporating a process similar to that used by the Law and Legislation Committee will allow for improved management, tracking, prioritizing and accountability of requests from the City Council.

Financial Considerations: N/A

Emerging Small Business Development (ESBD): N/A

Respectfully submitted,



Patti Bisharat
Director of Governmental Affairs

Recommendation Approved:

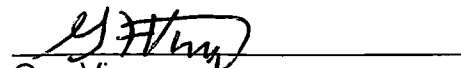

Gus Vina
Acting City Manager
for Shirley Concolino
City Clerk

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Background

As part of the revision process of the Council Rules of Procedure, the City Attorney, City Manager, and City Clerk collaborate to ensure that previously included information is evaluated.

The preferred practice, to ensure a clean legislative history, is to adopt new Rules of Procedure in their entirety for any changes whatsoever.

The most recent Council Rules of Procedure was adopted by Resolution 2010-053 on February 2, 2009.

Chapter 9 (B) -Requests to Report Back on or Agendize Matters states " The City Clerk shall agendize for discussion at the next subsequent Council meeting, or the date specified by the requesting Member, any Member's request to staff for a report back to Council or for agendizing a matter, when the Member makes such a request during the Council meeting. "

In most cases, it is not possible to prepare a quality report back on the agenda for the next subsequent meeting because the agenda is reviewed, finalized and published within 48 hours of any Mayor/Council requested report back or scheduled discussion.

Incorporating a process similar to that used by the Law and Legislation Committee will allow for improved management, tracking, prioritizing and accountability of requests from the City Council.

Attachment 2

RESOLUTION NO.
Adopted by the Sacramento City Council

**APPROVING THE COUNCIL RULES OF PROCEDURE (CRP)
AND REPEALING RESOLUTON NOS. 2010-053**

- A. As part of the revision process of the Council Rules of Procedure, the City Attorney, City Manager, and City Clerk collaborate to ensure that previously included information is evaluated.
- B. The preferred practice, to ensure a clean legislative history, is to adopt new Rules of Procedure in their entirety for any changes whatsoever.
- C. The most recent Council Rules of Procedure was adopted by Resolution 2010-053 on February 2, 2010.
- D. Chapter 9 (B) -Requests to Report Back on or Agendize Matters states " The City Clerk shall agendize for discussion at the next subsequent Council meeting, or the date specified by the requesting Member, any Member's request to staff for a report back to Council or for agendizing a matter, when the Member makes such a request during the Council meeting. "
- E. In most cases, it is not possible to prepare a quality report back on the agenda for the next subsequent meeting because the agenda is reviewed, finalized and published within 48 hours of any Mayor/Council requested report back or scheduled discussion.
- F. Incorporating a process similar to that used by the Law and Legislation Committee will allow for improved management, tracking, prioritizing and accountability of requests from the City Council.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. The Council Rules of Procedure (Exhibit A) attached hereto and incorporated herein are hereby adopted.
- Section 2. Resolution No. 2010-053 is repealed.

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- Exhibit A Council Rules of Procedures