



REPORT TO COUNCIL City of Sacramento

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

Consent Report
March 16, 2010

**Honorable Mayor and
Members of the City Council**

Title: Management and Scheduling of Council Requested Items

Location/Council District: Citywide

Recommendation: 1) Approve the process and procedure for managing and scheduling Mayor/Council requests made under "Council Ideas, Comments and Questions"; and 2) incorporate the process and procedures in the next update of the Council Rules of Procedure.

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

Presenter: N/A

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 is recommending a revamping of the existing "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: None

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
Shirley Corcolino
City Clerk

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Attachment 1

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 next week agenda is reviewed, finalized and published within 48 hours following 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

Process for Chapter 9 (B) -Requests to Report Back on or Agendize Matters

At the time of a Council Member request, the City Manager will clarify that the request is either a "Request for Council Discussion" without a staff report or "Request for Report Back /Follow Up".

Request for Council Discussion Without a Staff Report

The City Clerk shall agendize within 30 days of the date requested, or the date specified by the requesting Member, any "Request for Council Discussion" without a staff report. The expectation is there will be no staff presentation on the item or staff report. The requesting Council Member shall be the contact on the item. The City Clerk will prepare a brief written cover report for the record that states the request clearly for the public and legislative record. Requests of this type will be tracked on the preliminary agenda. If any Council Member requested item requires rescheduling, the member requesting the item will be consulted regarding the details beforehand.

Request for Report Back/Follow Up

A Council Member "Request for Report Back/Follow Up" will be add to the City Council Follow Up Log with new items placed at the end of the log to establish a priority order. The City Manager's Office will identify the anticipated timeframe for the requested report back or follow up item including an update/status on prior requests and that information will be included on the City Council Follow Up Log. Once a month an updated edition of the City Council Follow Up Log will be included as an information item in the Council agenda packet.

	Date Requested	Subject Matter	Requestor	Dept/Staff Assigned	Description of Request	Due Date/Date Completed	Comments/Status
1	10/13/09	Ordinance on Storage Boxes/PODs	Sheedy	Code/Max Fernandez	Bring storage boxes code to Law and Leg to clarify what "temporary basis means"	Scheduled for 5/4/10 Law and Leg Meeting	Code staff is coordinating with the City Attorney's Office and the Community Development Department to draft a policy paper for the Law and Legislation Committee to consider.
2	11/14/09	Fire Recovery	Mayor	CMO/Gus Vina	Report back with an update on Fire Recovery issue by first meeting in January.	Completed 1/20/10	Council update provided.
3	1/20/10	Ethics Task Force	McCarty	CMO/Patti Bisharat	Report back on a process for an Ethics Task Force.	Apr-10	Staff has been working on the development of a proposed process which includes gathering public input and researching best practices for the development of a recommendation regarding an Ethics Commission.
4	2/9/10	Federal Jobs Bill Legislation	Cohn	CMO/Patti Bisharat	Advocate for Jobs bill to include creation of local jobs including public safety, highways and transit, small business, etc.	Completed 3/9/2010	A letter signed by Mayor and L & L Chair Hammond has been sent to federal representatives with copy to Council Members.