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DEPARTMENT OF
FINANCE

BUDGET, POLICY &
STRATEGIC PLANNING DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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November 7, 2003

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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: USE OF CONSENT CALENDAR

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council confirm its policy that staff should not attend Council Meetings for items on the consent calendar unless directed by the City Manager based on a prior request by a Council Member to hear an item on the consent calendar.

CONTACT PERSONS Reina Schwartz
 Budget, Policy & Strategic Planning Manager -- 808-7195

FOR THE COUNCIL MEETING OF November 18, 2003

SUMMARY

In October of 2000, City Council approved a policy that staff should not attend Council Meetings for items on the consent calendar unless directed by the City Manager based on a prior request by a Council Member to hear an item on the consent calendar. This report requests that the City Council re-confirm this policy.

BACKGROUND

It had been a past practice that staff members from various departments to attend the afternoon City Council meeting to be available to respond if an item was pulled from the consent calendar for discussion. In October of 2000, City Council approved a policy that



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staff should not attend Council Meetings for items on the consent calendar unless directed by the City Manager based on a prior request by a Council Member to hear an item on the consent calendar. The intent of the policy was to redirect resources to more productive activities and create efficiencies in staff time, travel and parking costs. In accordance with this policy, Council Members who have questions or want to discuss a consent item will notify the City Manager the day before the meeting so staff can be contacted to attend the meeting. If this does not happen, the item should be rescheduled as a staff report at the next available City Council meeting. Staff continues to attend City Council meetings to present staff reports and public hearings. In the event that a citizen is present to speak on a consent item, every effort is made to have a staff member attend the meeting to address the issues raised.

Items to be heard by the City Council may be listed as on the consent calendar, as staff reports or as public hearings. Items that are non-controversial, informational, routine, or general housekeeping are usually heard as part of the consent calendar. The intent is to have the consent calendar adopted without discussion. Generally, reports with time sensitive issues are not placed on the consent calendar. If a department believes it is necessary to place a report on the consent calendar that is time sensitive or may generate discussion, staff is advised to attend the City Council meeting.

Items heard under the staff report section of the agenda include those that amend existing or create new policies, have fiscal implications, may be controversial, or request City Council direction. Items that require noticing to be heard by the City Council such as fee increases and ordinance are heard as public hearings.

Staff is requesting that the City Council confirm its policy that staff should not attend Council Meetings for items on the consent calendar unless directed by the City Manager based on a prior request by a Council Member to hear an item on the consent calendar.

FINANCIAL CONSIDERATIONS

There are no direct fiscal impacts associated with this report. However, the intent of the policy is to redirect resources to more efficiently utilize staff time and to reduce travel and parking costs.

ENVIRONMENTAL CONSIDERATIONS

Not applicable.

POLICY CONSIDERATIONS

This report confirms the policy of adopting the consent calendar without discussion.

ESBD EFFORTS:

Not applicable.

Respectfully submitted,

Lina Lee-Vogt
for Reina Schwartz
Budget, Policy and Strategic Planning Manager

RECOMMENDATION APPROVED:

Tom R. Thomas

ROBERT P. THOMAS
City Manager