



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: June 20, 2017

DEPARTMENT: CITY ATTORNEY'S OFFICE

FROM: Christopher A. Callihan, City Attorney

TITLE: COUNCIL POLICIES: DISTRICT MEETINGS AND FUTURE AGENDA ITEMS AND TRACKING OF PRESENTATION REQUESTS

RECOMMENDED MOTION:

A motion to approve a Resolution establishing an updated City Council District Meeting Policy and also establishing a Future Agenda Item and Presentation Request Tracking Policy.

RECOMMENDATION:

It is recommended that the City Council consider the proposed Resolution.

EXECUTIVE SUMMARY:

The City Council's Subcommittee on Commissions, Committees, and Boards reviewed the City Council's existing policies on Council District Meetings and tracking of Future Agenda Items and Presentation requests. The Subcommittee has recommended changes to both policies.

BACKGROUND:

The existing policy on Council District Meetings limits Councilmembers to one (1) District Meeting per year which requires City resources and staff support. (Resolution No. 20658, October 21, 2014, attached.) The recommended policy allows for an unlimited number of District Meetings with the dedication of City resources and staff support subject to the determination of the City Manager. Councilmembers may otherwise host any many District Meetings per year as they choose which do not involve City resources of staff support. The recommended policy also requires an annual allocation of funding for each City Councilmember for expenses associated with community meetings.

The existing policy on tracking Future Agenda Items and Presentation Requests (included in the City Council's Rules of Decorum at Section 1.E.2 , April 2015) provides general direction to Staff for following-up on Councilmember requests. (Resolution No. 20742, April 2015, attached.) The Subcommittee determined that improvement is needed in the consistency and the accuracy of receipt, documentation, confirmation, tracking, and reporting for both presentation requests and policy (future agenda items) for City Council. To that end, the Subcommittee recommends a

Tracking Policy for all Future Agenda Items and Presentation requests. The policy provides a prescriptive method for tracking and for agendaizing both City Council Presentations and for Future Agenda Items.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

Approving the proposed Resolution is consistent with the City Council's goal of an effective and efficient government.

FISCAL AND SUSTAINABILITY IMPACT:

No impact to the City's General Fund is anticipated with the recommended actions.

ATTACHMENTS:

Resolution
(with Attachment A and Attachment B)
Resolution No. 20658 (October 21, 2014)
Resolution No. 20742 (April 2015)

RESOLUTION NO. _____ (N.C.S.)

**A RESOLUTION ESTABLISHING AN UPDATED CITY COUNCIL DISTRICT
MEETING POLICY AND A FUTURE AGENDA ITEM AND PRESENTATION
REQUEST TRACKING POLICY**

WHEREAS, the Salinas City Council's Subcommittee on Commissions, Committees, and Boards (Mayor Gunter and Councilmembers Craig and McShane) have recommended an update to the City Council's policies related to City Council District Meetings and to tracking of Future Agenda Item and Presentation Requests; and

WHEREAS, the Salinas City Council has considered the recommended policy changes and has determined the recommended policy changes to be consistent with the City Council's goal of promoting an effective and efficient government.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF SALINAS as follows:

1. The City Council District Meeting Policy established through the approval of Resolution No. 20658 is hereby amended in its entirety as shown on Attachment A, which is attached to this Resolution and which is incorporated herein by this reference.
2. The City Council's Rules of Procedure and Order of Business for Councilmembers and Establishing Guidelines for Public Decorum and Order at City Council Meetings is hereby amended (Section 1.E.5) to incorporate the Council Presentations Policy and Future Agenda Item Policy shown on Attachment B, which is attached hereto and which is incorporated herein by this reference.

PASSED AND APPROVED this 20th day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia M. Barajas, City Clerk