

Attachment B

Salinas City Council Future Agenda Item and Presentation Request Tracking Policy

Salinas City Council Members are tasked with setting the budget, receiving constituent concerns, and adopting policies for City government. This is achieved through regular meetings, retreats, and special community meetings.

Presentations:

Current City Council Policy allows Councilmembers to make unlimited presentation requests (without a “buddy”) and provides that each Councilmember may have up to three (3) presentations in a calendar year placed on the Agenda, subject to approval by the Mayor and City Manager. (Rules Section 1.E.5)

Future Agenda Items/Policy:

Current City Council Policy provides for items to be put on the agenda when one Council Member receives a “buddy” (second Council Member) to agree with the request. (Rules Section 1.E.1). Depending on the request, an attempt may be made by City staff to address the request at the staff level. Once Staff have made their attempt, they will report to the requesting Councilmember their conclusion and it will be up to the requesting Councilmember to determine if he or she would still like the item placed on the City Council’s Agenda.

The “general” rule of thumb is that if the issues can be addressed to the requesting Council Member’s satisfaction at the staff level in less than two (2) hours of staff time, action will be taken on the item and no further City Council action will be taken, unless the issues ultimately require Council action. If it is concluded that more than two (2) hours of staff time is required, the item will be referred back to the requesting Council Member and/or City Council for further direction. (Rules Section 1.E.2).

Record Keeping:

In an effort to improve the consistent and accurate means for receiving, documenting, confirming, tracking and (regular) reporting for both presentation requests and policy (future agenda items) for City Council, a record keeping protocol will be utilized. The goal is to be sure that requests are acted on accurately and in a timely manner.

COUNCIL PRESENTATIONS PROTOCOL:¹

1. When a Council Member makes a request for a Presentation item to be included on the City Council’s agenda, City staff will send a “confirmation” email (within forty-

¹ The following would be incorporated into an amended Section 1.E.5 of the Rules.

eight (48) hours of the request) detailing the request as clearly as possible to that Councilmember. The Councilmember must reply and acknowledge accurate receipt of the request in order for it to receive further consideration from Staff.

2. Once the presentation request is acknowledged by City staff and the Council Member, it will be added to a spreadsheet for City Manager/Mayor review and coordination.
3. Once review by the City Manager/Mayor is complete, status will be updated in the spreadsheet and the requesting City Council Member will be notified and scheduling for the Presentation initiated. Presentation requests shall be placed on a City Council agenda within ninety (90) days of the date of the request. If City Staff has trouble scheduling the Presentation within that time frame, the requesting Council Member will be notified and aid as appropriate or the item will be removed from the spreadsheet with the concurrence of the requesting Council Member.
4. Once the Presentation is scheduled, the Mayor will count on the requesting Councilmember to appropriately introduce the presenting party at the scheduled Council Meeting.

FUTURE AGENDA ITEM PROTOCOL:

1. When a Council Member makes a "Future Agenda Item/Policy" request (and it has a "buddy"), City staff will send a "confirmation" email (within forty-eight (48) hours of the request) detailing the request as clearly as possible to that Council Member. The Council Member must reply and acknowledge accurate receipt of the request in order for it to receive further consideration from Staff.
2. Once the future agenda items/policy request is acknowledged by City Staff and the Councilmember, it will be added to a spreadsheet for City Manager/Mayor review to determine if it can be addressed at the staff level in two (2) hours or less.
3. Once review by the City Manager/Mayor is complete, action will be assigned and status will be updated in the spreadsheet and the requesting Councilmember will be notified of such action. The Councilmember will be offered the opportunity to send the item back to the City Council for action.

Both of these areas of Council activity represent responsibilities on the part of the public. As such, this policy establishes that a monthly report will be generated by staff detailing the two spreadsheets outlined above. As such, said report will be emailed to the City Council and made available to the public, as well.