

Meeting Date: 4/9/2013

Report Type: Staff/Discussion

Report ID: 2013-00208



City Council Report

915 I Street, 1st Floor

www.CityofSacramento.org

Title: Council Rules of Procedure

Location: Citywide

Issue: The City Council reviews and considers modifications of the Council Rules of Procedure (CRP) annually.

Recommendation: Pass a motion approving the Council Rules of Procedure modifications and updates for adoption on April 23, 2013.

Contact: Shirley Concolino, City Clerk, 916-808-5442, Office of the City Clerk; James Sanchez, City Attorney, (916) 808-5346, Office of the City Attorney; John Shirey, City Manager, (916) 808-7945, Office of the City Manager

Presenter: Shirley Concolino, City Clerk, 916-808-5442, Office of the City Clerk; James Sanchez, City Attorney, (916) 808-5346, Office of the City Attorney; John Shirey, City Manager, (916) 808-7945, Office of the City Manager

Department: City Clerk / City Attorney, City Manager

Division: City Clerk

Dept ID: 04001011

Attachments:

1-Description/Analysis

2-Council Requested Updates to CRP

City Attorney Review

Approved as to Form

Matthew Ruyak

4/4/2013 12:43:59 PM

Approvals/Acknowledgements

Department Director or Designee: John Shirey - 4/4/2013 10:44:05 AM [Via Email]



Description/Analysis

Issue Detail: The annual review and recommended changes for the Council Rules of Procedure (CRP) were presented to Council on February 12, 2013 (Report ID # 2013-00098).

Council discussion at that meeting resulted in additional proposed modifications with direction for Charter Officers to return with recommendations to incorporate those changes into the CRP.

Since the February 12, 2013 Council meeting, Councilmember Jay Schenirer provided clarification of the changes he requested to the CRP.

Policy Considerations: None.

Economic Impacts: None.

Environmental Considerations: None.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: The recommendations in attachment 2 include suggestions for efficient implementation. The CRP will be agendized for adoption following final direction from Council.

Financial Considerations: None.

Emerging Small Business Development (ESBD): None.



Attachment 2

Council Requested Updates to the Council Rules of Procedure (CRP)

The City Manager, City Attorney and City Clerk met to discuss the requested CRP modifications and developed the following recommendations:

1. Requirement for the City Manager to hold weekly meetings for council representatives to receive information on the council agenda and items affecting the City.

The recently expanded preliminary agenda (Prelim) now provides the following information:

- Title
- Location
- **Issue Statement (recently added)**
- **Recommendation (recently added)**
- Contact Information

The Prelim is a draft document that is distributed weekly as part of the Councilmember agenda packet. It includes information for the two upcoming Council meetings. As noted above, additional information has been incorporated into the Prelim to provide more detail.

Charter Officers recommend that a weekly meeting be held for council representatives to review the expanded preliminary agenda with appropriate staff. An evaluation after a three-month trial period is suggested before instituting additional changes.

2. City Manager and City Clerk to develop the City Council agenda in consultation with the Mayor and Vice-Mayor.

Currently, the Mayor's staff meets weekly with the City Manager, City Attorney and City Clerk regarding the upcoming agenda.

Charter Officers recommend that in addition to the proposed weekly meeting of councilmember staff, the current Mayor's meeting be expanded to review and discuss the more detailed preliminary agenda. An evaluation after a three-month trial period is suggested before instituting additional changes.

3. Unless deemed urgent by the Mayor or City Manager, all contracts or agreements \$100,000 or greater shall be posted on the city website and be made available to the Council no fewer than 10 days prior to council action.

Selected contractors are typically notified two to three weeks before the item is presented to Council for approval. These contractors must obtain performance/payment bonds and other insurance before submitting their signed documents.

In addition, obtaining signatures from other parties, which are required by the City Attorney, is often delayed and may cause items to be rescheduled to a later council agenda because the contract is not available for publishing.

In further clarifying the original request by Councilmember Schenirer, he confirmed that his concern was mostly regarding labor contracts, sole source contracts and contracts with large City financial commitments.

Charter Officers recommend that items on the regular agenda be continued, providing additional time for review of contracts and supporting material, whenever requested by Councilmembers.

4. City Manager to assign staff to assist committee chair with committee operations.

City department staff is currently assigned to support the committee chairs with committee operations.

5. Committee chair to approve standing committee agendas and reports prior to publishing.

This change in committee chair authority would apply to all standing committee chairs and requires a policy discussion and council decision for all standing committees.

6. With approval of the City Manager or standing committee chair an item may be sent directly to a committee.

This change requires a council policy discussion and decision as this request would significantly change the authority and purpose of the Law and Legislation Committee. In addition, it should apply to all standing committees and requires similar policy discussions.

7. A vote of a majority of the members present is required to approve a Law and Legislation Committee recommendation. A two-two vote results in an item being forwarded to council without a recommendation.

Currently, a two-two vote results in a Law and Legislation Committee or an Audit Committee item being forwarded to the full council with or without a recommendation.

The proposed change was meant to comply with "*Roberts Rules of Order*" in that a majority of committee members decide the will and direction of the whole. The proposed changes would bring all the standing committees into compliance with "*Roberts Rules of Order.*"

Charter Officers recommend Council approve a modification to the CRP that requires a vote of a majority of the entire Law and Legislation Committee or Audit Committee membership to forward an item to the Council **with** a recommendation.

A tie vote (two-two) or a (two-one) vote results in the item being forwarded to Council without a recommendation from the Law and Legislation Committee or Audit Committee.