Meeting Date: **1/6/2015**

Report Type: Staff/Discussion

Report ID: 2014-00936

05

City of SACRAMENTO

City Council Report
915 I Street, 1st Floor
www.CityofSacramento.org

Title: Good Governance Ad Hoc Status Report and Update

Location: Citywide

Recommendation: Receive, discuss and provide direction.

Contact: Allen Warren, Councilmember/Ad Hoc Chair, (916) 808-7002, District 2

Presenter: Howard Chan, Assistant City Manager, (916) 808-7488, Office of the City Manager

Department: Mayor/Council
Division: Mayor/Council
Dept ID: 01001011
Attachments:
1-Description/Analysis
2-Attachment A-Ethics and Accountability
3-Attachment A1-Inventory of Current Practices
4-Attachment B-Independent Budget Analyst
5-Attachment B1 OR2010-0006 Establishing the Office of the Independent Budget analyst
6-Attachment B2-08-25-2009 IBA Staff Report
7-Attachment C-Independent Redistricting Commission
8-Attachment C1-2011 Redistricting Advisory Committee
9-Attachment D-Neighborhood Advisory Committee

City Attorney Review

Approved as to Form
Matthew Ruyak
12/18/2014 1:48:28 PM

Approvals/Acknowledgements

Department Director or Designee: Howard Chan - 12/17/2014 1:26:56 PM

James Sanchez, City Attorney Shirley Concolino, City Clerk Russell Fehr, City Treasurer
John F. Shirey, City Manager

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Description/Analysis

Issue Detail:
At the November 6, 2014 City Council meeting Mayor Johnson appointed the Good Governance Ad Hoc Council Committee to evaluate good governance reforms that he felt reflected the input and interest of the community. The Committee includes Councilmembers Ashby and Schenirer, Mayor Johnson and is chaired by Councilmember Warren. The Mayor asked the committee to evaluate the good governance issues noted below as well as other possible proposals and make recommendations to the City Council. The Committee was charged with reporting to the City Council with a work plan and timeline for the following:

- Ethics Committee, with code of ethics and sunshine ordinance (attachment A)
- Independent Budget Analyst (attachment B)
- Independent Redistricting Commission (attachment C)
- Neighborhood Advisory Committee (attachment D)

The Committee and its working groups have met several times over the last month and have developed an approach, mapping process, and timeline for each of the above issues which is included in this report.

Policy Considerations:
Recommendations for each of the issues identified will be brought forward to Council with final recommendations from the Ad Hoc Committee. At that time the policy considerations will be fully identified to assist the City Council in its deliberations.

Financial Impacts:
None at this time.

Economic Impacts: Not applicable.

Environmental Considerations: Not applicable.

Sustainability: Not applicable.

Commission/Committee Action: At the request of Mayor Kevin Johnson, this report is presented by the Ad Hoc Committee on Good Governance.

Rationale for Recommendation: As requested the included information is presented for review and discussion.

Local Business Enterprise (LBE): Not applicable.

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Attachment A

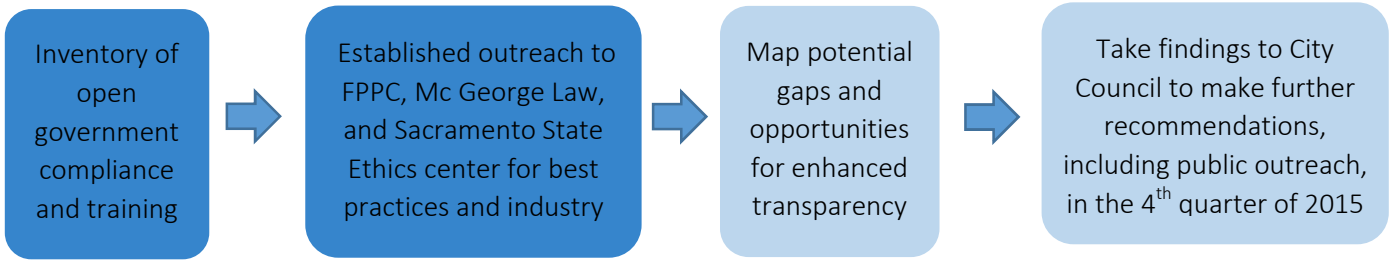
Open Government Provisions: Best Practices in Ethics and Accountability

Before establishing new practices as a municipality, the City Council will need to identify what is already being done in terms of open government, transparency, ethics, and accountability with an inventory of these practices, standards, gaps, and opportunities. This mapping process will establish a baseline for the following:

1. Code of Ethics
2. Ethics Commission
3. Sunshine Ordinance

Recommended Process:

1. The City Clerk provided an inventory of what is already done relative to required and additional ethics rules, training, and transparency. (Attachment A1).
2. The Ad Hoc established outreach to the following professional organizations for information and ongoing partnership in identifying industry standards and best practices:
   a. Fair Political Practices Commission
   b. McGeorge Law School, University of the Pacific
   c. Sacramento State University, Center for Practical and Professional Ethics
3. Map potential gaps and opportunities based on inventory and information from outreach/ partner organizations.
4. Take findings to the City Council and make further recommendations, including public outreach.



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Inventory of Current Good Governance Practices

(Blue font underline = hyperlink to webpage)

1. City portal containing mayor and council district expenditure reports
2. City portal Digital Cities Survey 2014 Winner(ranked in top 10)
3. Citywide Content Management (CCM) system with more than 7 million city records and 24/7 public access via an online resource library
4. Public Records Act process reform to ensure compliance and consistency for public requests of information (internal business process)
5. Competitive bidding and public openings for City contracts
6. Fair Political Practices Commission (FPPC) compliance regarding all required filings (City follows FPPC requirements)
7. Campaign disclosure statements (GC, §84200 et seq.)
8. Gift to Agency Report Form 801 (FPPC Regulation § 18944.2)
9. Tickets Provided to Agency Report Form (FPPC Regulation § 18944.1) [and the City's Tickets and Passes Policy]
10. Behest Payment Report Form
11. Form 700 submissions by the Mayor, Council, and some staff
12. City's conflict of interest provisions, including interests in contracts and revolving door (City Code chapter 2.16)
13. Conflict of interest training for all filing members within the city
14. Common law conflict of interest
15. Statutory conflict of interest (GC, § 1090)
16. Campaign Contribution Limits and Campaign Finance (City Code chapters 2.13 and 2.14)
17. Political Reform Act and Regulations (GC §87100, et seq.) (e.g., prohibited travel, gift limits, mass mailing etc.)
18. AB 1234 – Ethics Training for Local Officials (GC §53234, et seq.)
19. City Council's Confidentiality Policy (Reso 2014-0122)
20. Board and Commission outreach and training as it relates to Brown Act, FPPC regulations, and parliamentary procedures
21. Numerous Joint Power Authority bodies that council members serve with similar reporting requirements as councilmembers
22. Citywide sexual harassment training for compliance with Assembly Bill No. 1825
23. Lobbyist Registration (City Code chapter 2.15)

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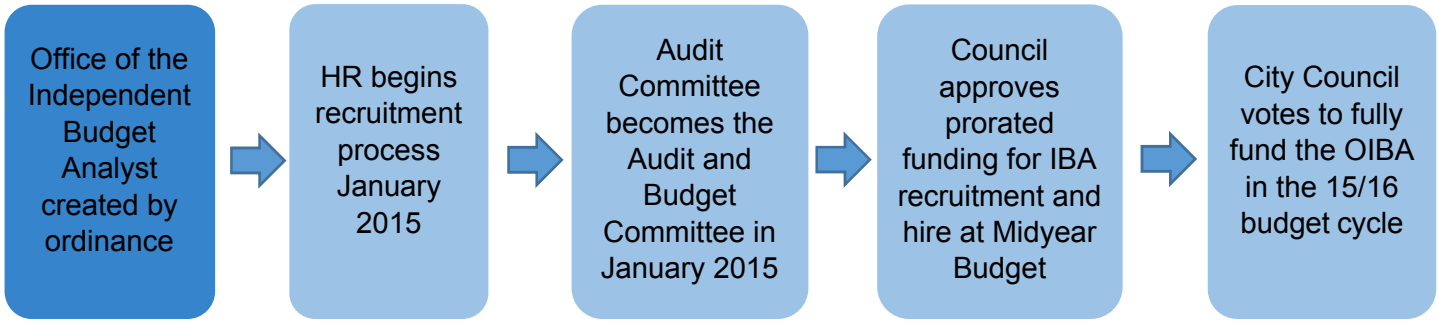
Office of the Independent Budget Analyst

The ordinance establishing an Office of the Independent Budget Analyst (OIBA) was adopted on February 23, 2010 (Attachment B1). The City Council can fully implement this ordinance by funding per a draft budget for the Office of the IBA (Attachment B2-08/25/2009 staff report).

Recommended Process:

1) City Council directs the City Manager to immediately begin selecting a recruitment firm for the purpose of hiring an Independent Budget Analyst (IBA). It will take 4-6 months to complete the hiring process once the City Council approves funding to fill the position.
2) Approve the Council Rules and Procedures in January, as is done annually, to include a standing committee change: adjust the Audit Committee to become the Audit and Budget Committee and modify its oversight to include the OIBA.
3) Agendize an item for the council to approve allocating $500,000 (prorated) to fund the OIBA and IBA hiring process. Make the request as part of the midyear budget review in late January/ early February. This prorated amount would include approximately $25,000 in recruitment costs.
4) Fully fund the OIBA for the following year at $500,000 in the 2015/2016 budget process. This will include two Full Time Employee (FTE) Positions as part of the OIBA for a total of 3 employees.



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ORDINANCE NO. 2010-006

Adopted by the Sacramento City Council

February 23, 2010

AN ORDINANCE ADDING CHAPTER 2.33 TO THE SACRAMENTO CITY CODE, ESTABLISHING THE OFFICE OF THE INDEPENDENT BUDGET ANALYST; AND AMENDING CHAPTER 2.32 OF THE SACRAMENTO CITY CODE, RELATING TO THE DEPARTMENT OF FINANCE

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1. TITLE

This initiative measure may be known and referred to as the "Independent Budget Analyst Act of 2009."

SECTION 2. FINDINGS AND DECLARATION OF PURPOSE

A. The City of Sacramento is facing one of the worst budget crises in its history. Traditional sources of revenue to the City are experiencing a dramatic downturn, while the cost of providing and the demand for City services are increasing.

B. At the state level, the Legislative branch has benefitted from obtaining objective and unbiased advice from the Office of the Legislative Analyst. That office provides the state Legislature with fiscal analyses of policy proposals, critiques of the Governor's budget proposals and suggests long-term fiscal reforms. Other cities have created similar positions for the benefit of their city council.

C. The City Council and the taxpayers of the City of Sacramento will benefit from the same clear, objective, and unbiased analysis and advice regarding all legislative items bearing financial impacts to the City. Therefore, the People hereby enact the Independent Budget Analyst Act of 2009.

SECTION 3. ESTABLISHMENT OF OFFICE OF INDEPENDENT BUDGET ANALYST

Chapter 2.33 shall be added to Title 2 of the Sacramento City Code, as follows:

2.33.010 Office of Independent Budget Analyst

There is hereby created the Office of Independent Budget Analyst, a city department whose designated function is to assist the city council in the conduct of budgetary

inquiries and in the making of budgetary decisions.

2.33.020 Independent Budget Analyst

(a) The Independent Budget Analyst is the administrative head of the department and shall be appointed by majority vote of the city council.

(b) The city council may remove the Independent Budget Analyst from office by a majority vote of the members of the city council at any time, with or without cause.

2.33.030 Qualifications of the Independent Budget Analyst

Appointees serving as Independent Budget Analyst shall have the professional qualifications of a college degree in finance, economics, business, or other relevant field of study or a relevant professional certification. In addition, such appointees shall have experience in the area of municipal finance or substantially similar equivalent experience. No person shall be eligible to serve as the Independent Budget Analyst or a member of the staff of the Independent Budget Analyst who, during the previous eight years, has served on the staff of a city chief executive officer or city councilmember, or has been a registered lobbyist with the city.

2.33.040 Duties of the Independent Budget Analyst

The duties of the Independent Budget Analyst shall include:

(a) providing a formal, comprehensive review and analysis of the proposed annual budget;

(b) gathering, organizing, and analyzing data and information relative to budgetary issues;

(c) providing comparative studies of other cities as they relate to municipal finance;

(d) engaging in fiscal forecasting and planning, including developing means of financing long-range capital improvement programs;

(e) analyzing the city's past, current, and proposed revenues and expenditures;

(f) reviewing existing and potential tax revenues;

(g) analyzing federal, state, and local programs to determine sources of funding and appropriate expenditure options;

(h) reviewing the economic effects of proposed legislation;

(i) constructing economic models and indices as directed by the city council;

(j) preparing fiscal and economic project analysis as directed by the city council;

(k) providing policy research and fiscal analysis on proposed legislation;

(l) preparing such other reports relating to budgetary and legislative policy concerns as directed by the city council; and

(m) making recommendations to the city council in connection with the analysis, studies, and reports described herein.

2.33.050 Budget

The city shall appropriate a reasonable budget for the Office of Independent Budget Analyst.

2.33.060 Conflict of Interest Code

A conflict of interest code shall be adopted for the Independent Budget Analyst and staff of the Independent Budget Analyst, subject to city council approval. The Independent Budget Analyst and members of the staff of the Independent Budget Analyst shall be required to complete and file statements of economic interests in accordance with the conflict of interest code.

SECTION 4. DEPARTMENT OF FINANCE

Chapter 2.32 of Title 2 of the Sacramento City Code shall be amended, as follows (deletions of existing language are denoted by strike-out type and additions of new language are denoted in underline type):

2.32.010 Department of Finance

The department of finance shall be responsible to the chief executive officer ~~city manager~~ for the financial affairs of the city.

2.32.020 Director of Finance

The director of finance shall have direct supervision over the department of finance and the administration of the financial affairs of the city and shall carry out any duties imposed by the city charter and the chief executive officer ~~on the controller~~. For purposes of this title, the director of finance shall mean the director or his or her designee.

SECTION 5. AMENDMENT

(a) Notwithstanding Elections Code section 9217, the city council may amend this Act

to further its purposes without submission to the voters.

(b) After nine years, but not later than ten years after the effective date of this Chapter, the city council shall assess the overall cost to operate the Office of Independent Budget Analyst, and the cost savings attributable to recommendations of the Office of Independent Budget Analyst.

(c) After the assessment required by subdivision (b) of this Section is complete, the city council may by majority vote abolish the Office of Independent Budget Analyst if the assessment demonstrates that the Office of Independent Budget Analyst is not providing a net cost savings to the city.

Adopted by the City of Sacramento City Council on February 23, 2010 by the following vote:

Ayes: Councilmembers Cohn, Hammond, Tretheway, Waters, and Mayor Johnson.

Noes: Councilmember Fong, McCarty, Pannell, and Sheedy.

Abstain: None.

Absent: None.

Mayor Kevin Johnson

Attest:

Shirley Concolino, City Clerk

Effective: March 25, 2010

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REPORT TO COUNCIL
City of Sacramento

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

STAFF
August 25, 2009

Honorable Mayor and
Members of the City Council

Title: Report Back: Proposed City Independent Budget Analyst

Location/Council District: Citywide

Recommendation: Discussion and direction to staff on placing the City Independent Budget Analyst ordinance on the June 2010 ballot or bring the ordinance forward for City Council adoption.

Contact: Russell T. Fehr, City Treasurer (916) 808-5168

Presenters: Russell T. Fehr, City Treasurer (916) 808-5168

Departments: City Treasurer

Division: City Treasurer

Organization No: 05001011

Description/Analysis:

Issue:

On August 11, 2009 the City Council meeting heard a report regarding the Independent Budget Analyst Ordinance initiative petition which has been certified by the County Registrar of Voters as having sufficient signature to qualify for placement on a City of Sacramento ballot. At that meeting, Council directed staff to provide information on recommended staffing levels and a cost estimate as well as information on other cities with a similar office. A recommended minimum staffing of 3.0 FTE would be needed plus office equipment, supplies and services for an estimated cost of $500,000. More detail on the recommendation and the requested information is included in the background section of this report.

Policy Considerations:

An ordinance establishing a City Independent Budget Analyst will either be approved by the Mayor and City Council or be placed on the June 2010 ballot. In order to make an

informed decision, the Mayor and City Council should be provided with a staffing and cost estimate for an Independent Budget Analyst.

Environmental Considerations: California Environmental Quality Act (CEQA):
This action is not subject to the CEQA because it is not a "project" as defined in section 15378 of the CEQA Guidelines. Even if it were a project, it would be exempt under section 15061(b)(3) of the CEQA guidelines, which provides as follows: "Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

Sustainability Considerations: None

Commission/Committee Action: None

Rationale for Recommendation:
In order to perform the function and duties called for in the Independent Budget Analyst Ordinance, staff and budget are required. As a starting point a staff of three is being recommended

Financial Considerations:
The cost of the Independent Budget Analyst Office under the staff of three model would be approximately $500,000. There could be some distribution of the cost of the office to other funds which would reduce the overall cost to the General Fund. The initial budget could also assume that the work performed would result in lower expenditures at least equal to the gross cost.

Emerging Small Business Development (ESBD): Not Applicable

Respectfully Submitted by: _____
Russell T. Fehr
City Treasurer

Recommendation Approved:

_____
Russell T. Fehr
City Treasurer

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ATTACHMENT 1

BACKGROUND

An ordinance creating an Independent Budget Analyst for the City has qualified for placement on the June 2010 ballot. The Mayor and City Council may choose to adopt the ordinance rather than placing the proposal on the ballot for voter approval. The Mayor and City Council have requested information regarding potential staffing level and budget for the Independent Budget Analyst for use in making the decision on adopting the ordinance or placing the ordinance on the ballot.

The proposed role of an Independent Budget Analyst would be to provide analysis and advice to City Council on the annual budget and any amendments proposed by the executive officer (Mayor or City Manager) and on all legislative items that have a financial and policy impact to the City. This structure/role is similar to that of the State of California's Legislative Analyst Office (LAO). In this structure, the Governor's Department of Finance prepares the budget, and the LAO serves as the Independent Budget Analyst on behalf of the State Legislature.

On behalf of the City Council, the Independent Budget Analyst could provide detailed research and analysis including the preparation of reports with specific recommendations that are in addition to, or an analysis of, the work completed by the Budget Office on behalf of the Mayor or City Manager

Three other cities in California have an independent budget analyst which perform similar functions as summarized in the following table:

CALIFORNIA CITIES WITH AN INDEPENDENT BUDGET/ANALYST OFFICE

CITY	BUDGET (approximate)	STAFF	FUNCTIONS
San Diego	$1,800,000	11.0	• Review of Annual Budget • Legislative Review • Financial Monitoring • Resource to Council and it Committees • Proactive Reports
Los Angeles	$4,000,000	50.0	• Review of Annual Budget • Legislative Review • Financial Monitoring • Resource to Council and it Committees • Public information function for the Council • Provides office administrative support to Council
San Francisco (contracted out)	$2,200,200	14.0	• Review of Annual Budget • Financial Analysis Conduct management audits as requested.

These cities, however, are not readily comparable to the City of Sacramento. San Francisco is a combined city and county with a budget of approximately $6 billion. San Diego has a budget of approximately $3 billion, or over three times the size of Sacramento's Budget. In addition, the office was created in the aftermath of scandal involving criminal misbehavior by financial officials and council members. Los Angeles is a much larger city; the city council has many more members than Sacramento's, and the office provides administrative support to the larger council. Staff looked at other cities with a Strong Mayor structure and similar population level to Sacramento including Albuquerque, New Orleans, and Cincinnati and did not find a similar office in those jurisdictions.

The suggested initial staffing level for a Sacramento Independent Budget Analyst is three full time positions:

Independent Budget Analyst (Department Director)

Senior Management Analyst

Management Analyst

The three position office would require office space and a services and supply budget. The budget should provide for some capacity to obtain professional services for specialized studies or aspects of projects. Given the downsizing of the City, existing space may be found in City Hall.

The staffing level and budget recommendation is partially based on the current and future budget challenges facing the City. With a staff of three, the Independent Budget Analyst will have the capacity to provide a core level of support to the City Council. Anticipated results would include:

- The City Council would receive alternate budget recommendations with a focus on issues of Council-designated priority.
- The independent review and analysis of basic budget assumptions should result in more accurate budgets.
- The City Council would have the capacity to direct research and reports back during the annual budget hearings.
- The City Council would receive separate policy and financial review of relevant agenda items.
- The City Council would have the ability to direct special studies. Providing additional staff would primarily enhance the capacity to perform special studies.

In recommending this staffing level several key assumptions have been made:

- The City's Proposed and Approved Budget's will be prepared by the Budget Office on behalf of the Mayor or City Manager. The Independent Budget Analyst would review this budget, comment on major assumptions, and proposed alternate courses of action for consideration by the Council.
- The Independent Budget Analyst would analyze and comment on agenda items

prepared by City Departments.

- The will be a high level of cooperation and data sharing among the Independent Budget Analyst, the Finance Department, and all other City Departments.

Costs and Funding

The following table summarized the expenditures for the Independent Budget Analyst at the recommended staffing level.

Category	Estimated Expenditure
Staff	$420,000
Supplies, Office Equipment, Travel, Training	$30,000
Professional Services	$50,000
Total	$500,000

The Independent Budget Analyst could be funded on a citywide, rather than strictly General Fund, basis. The various enterprise and special revenue funds would pay pro rata shares of the cost. Under this scenario, the net General Fund costs would be about $370,000 and other funds would pick up $130,000 in new expenditures. In addition, the initial budget could be based on an assumption that alternative view of the budget and the fiscal impacts of agenda items would result in cost reductions at least equal to the cost.

Relationship to Internal Auditor

The City has included within the budget an Internal Auditor reporting to the City Council with an overall staff of four. Since both the Internal Auditor and the Independent Budget Analyst would report to the City Council, mutual support and a high level of coordination would result in greater efficiency and more capacity to perform work as directed by the City Council.

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Independent Redistricting Commission

Recommendation to the City Council to create a commission and framework to be implemented by the future council in 2019, prior to the next U.S. Census in 2020.

Timeline according to Ad Hoc:

Phase I January 2019: Latest the council should begin community outreach and commission application process (estimated one year).
Phase II 2020: Census begins. Commission members should be selected (estimated one year).
Phase III 2021: Commission meets and establishes new council districts, to be implemented by council-adopted ordinance.

Recommended Process:

Phase I

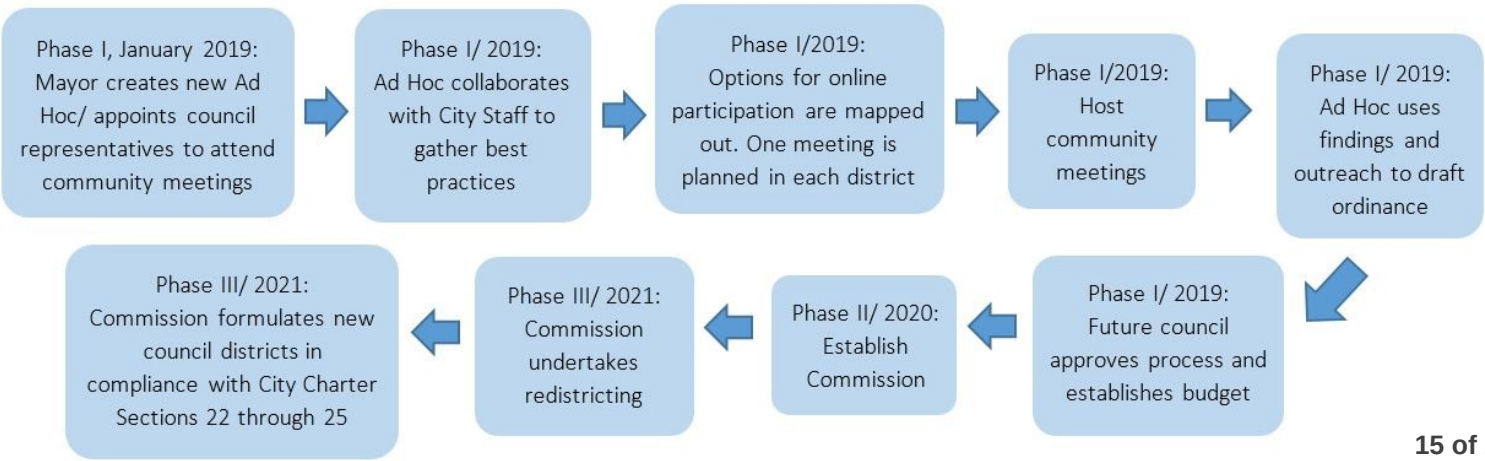
- Mayor creates an Ad Hoc specifically for the Independent Redistricting Commission (community outreach and application process).
- Ad Hoc: determine community input calendar with Neighborhood Services and council districts. Should not begin later than early 2019.
- Work with City Staff to research best practices for commission's role and commissioner selection criteria.
- Include online component so public feedback can be provided by electronic access. (Link to in 2010 Redistricting webpage: http://www.cityofsacramento.org/redistricting/).
- Have a publicly noticed open meeting in each council district with Ad Hoc members and city staff present: Information Technology Department, City Clerk's Office, and the City Attorney's Office.

Phase II

- Establish Ordinance by January 2020. (Attachment C1: 2010 city council appointed redistricting advisory committee language, included for historical framework.)

Phase III

- Commission undertakes redistricting process in 2021 and formulates new council districts.



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Attachment C1

RESOLUTION NO. 2011-068

Adopted by the Sacramento City Council

February 8, 2011

APPROVING THE 2011 SACRAMENTO REDISTRICTING CITIZENS ADVISORY COMMITTEE (SRCAC)

BACKGROUND

A. The City of Sacramento must reapportion (redistrict) City Council district boundaries every ten years following the regular U.S. Census.

B. The resulting district boundaries must be balanced in population in accordance with the local, state, and federal rules governing the redistricting process.

C. The City has a tradition of using citizen advisory groups to enhance community participation in matters of broad public concern.

D. The City Council desires to have representatives of its citizenry review the Sacramento council district boundaries, review boundary change proposals submitted by the public, and make recommendations to the Council regarding boundary change proposals.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. Establishing the Committee
The 2011 Sacramento Redistricting Citizens Advisory Committee (SRCAC) is hereby established.

Section 2. Purpose of the Committee
The SRCAC shall be an advisory body to the City Council. The SRCAC is established for the purpose of reviewing council district boundary change proposals ("redistricting proposals"); organizing, analyzing, and refining redistricting proposals; and recommending to the City Council redistricting proposals.

Section 3. Scope and Charge of the Committee
The SRCAC is charged as follows:

a. To review the Sacramento City Council district boundaries and the U.S. Census Bureau's 2010 Census data for the City of Sacramento.

b. To review, organize, analyze, and refine, as necessary, redistricting proposals submitted to the City. The SCRAC may, if it chooses, prepare its own redistricting proposal.

c. To hold public meetings pursuant to the Ralph M. Brown Act to achieve its purposes and fulfill its charge.

d. To make at least one progress report to the City Council prior to the submission of its final written report. The progress report should, at a minimum, summarize the SRCAC's actions to date; summarize the redistricting proposals submitted to the City; and request further direction or modification of the SRCAC's purpose, charge, or timeline, if appropriate.

e. To present a written report in final form to the City Council on or before July 19, 2011, which report shall summarize the redistricting proposals submitted; organize the redistricting proposals as the SRCAC determines appropriate for consideration by the Council; recommend for Council's consideration one or more preferred redistricting proposals; and provide such other suggestions and recommendations that the SRCAC determines appropriate to facilitate Council's redistricting process and decisions.

f. To perform such other duties as the City Council directs by motion or resolution.

Section 4. Committee Composition and Member Appointment

The SRCAC shall be organized as follows:

a. The SRCAC's membership shall be broadly constituted to reflect the demographic and geographic diversity of the residents of the City. All members of the SRCAC must be qualified electors of the City.

b. The committee shall be composed of thirteen (13) members, each of whom must be approved by City Council, subject to the following requirements:

   i. Each councilmember and the Mayor shall appoint one member;
   ii. Four members shall be appointed at large by the City Council, through an application and interview process. The Personnel & Public Employees Committee shall be responsible for making the at large recommendations to the City Council.

c. The City Council shall approve the appointments under Section 4(b)(i) first and then approve the appointments under Section 4(b)(ii) in a timely manner.

d. A vacancy shall be filled in the same manner as the original appointment.

e. Any member may be removed by the City Council without cause.

Section 5 General Provisions

a. Each SRCAC member shall file a Statement of Economic Interest as would be required for filers under Government Code section 87200, within 30 days of their appointment. A member who fails to so file shall not participate as a member of the SRCAC until the Statement of Economic Interest is filed.

b. In reviewing, analyzing, or developing proposals, the SRCAC shall consider the following non-exclusive criteria:

(1) Districts of equal population;

(2) Topography;

(3) Geography;

(4) Cohesiveness of districts;

(5) Continuity;

(6) Integrity and compactness of territory;

(7) Communities of interest; and

(8) Existing neighborhoods and community boundaries.

c. A quorum of the SRCAC shall be seven (7) members, and a vote of seven (7) members shall be required to take action.

d. The SRCAC shall select from among its members a Chair and a Vice-Chair.

e. In conducting its meetings, the SRCAC shall follow, as applicable, the rules of conduct, protocols, and parliamentary procedures in the Council Rules of Procedure.

f. The SCRAC and its members should endeavor at all times to: honor the constitutional and democratic principles served by the redistricting process; encourage robust community participation; respect the interests and concerns of proposal proponents; and act without bias or favoritism in the best interests of the City and its citizens.

g. The SRCAC shall be staffed by no less than three City employees – the City Attorney, the City Manager, and the City Clerk, or their respective representatives. These City offices may provide additional support as they deem necessary and appropriate.

Section 6. Meeting Schedule
SRCAC shall hold weekly meetings. The SRCAC may add or delete meetings as necessary to fulfill its charge under Section 3.

Section 7. Sunset
The sunset date of the SRCAC shall be September 27, 2011. The City Council may change this date by motion.

Adopted by the City of Sacramento City Council on February 8, 2011 by the following vote:

Ayes: Councilmembers Ashby, Cohn, D Fong, R Fong, McCarty, Pannell, Schenirer, Sheedy, and Mayor Johnson.

Noes: None.

Abstain: None.

Absent: None.

Mayor Kevin Johnson

Attest:

Shirley Concolino, City Clerk

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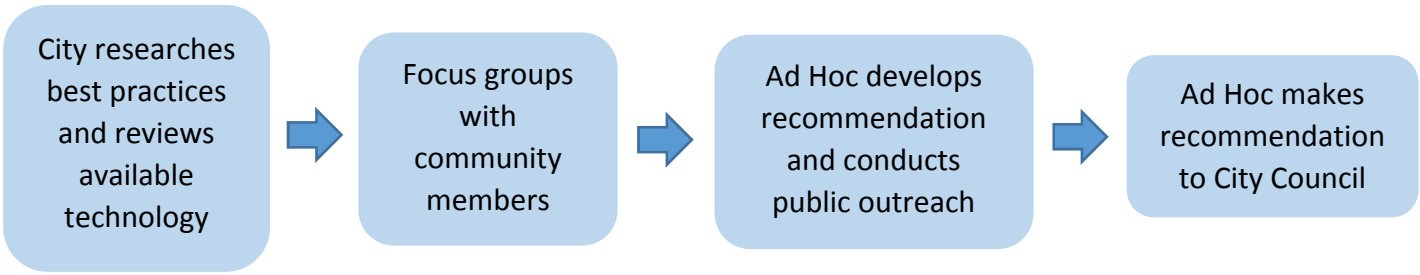
Neighborhood Advisory Committee

Recommendations for how the city can best create a framework to enhance neighborhood "voice" and participation in key city issues.

Recommended Process:

1. City staff inventory existing models and review best practices.
2. City staff inventory technologies that may be available and in use by other municipalities.
3. Conduct focus groups with community members.
4. Ad Hoc develops recommendation based of research of best practices and available technologies and focus group input.
5. Public Comment/Public Review period.
6. Ad Hoc makes final recommendation to Council.



Timeline for recommended year-long process:

- Q1: Staff researches existing models and best practices and reports back to Ad Hoc
- Q2: Conduct focus groups
- Q3: Ad Hoc develops recommendation and conducts public outreach
- Q4: Ad Hoc makes final recommendation to Council.