

STAFF REPORT



ITEM NO. 11
CITY OF OCEANSIDE

DATE: January 23, 2008
TO: Honorable Mayor and City Councilmembers
FROM: City Manager's Office
SUBJECT: **ADOPTION OF REVISED CITY COUNCIL POLICIES 100-34 AND 100-38**

SYNOPSIS

Staff recommends that the City Council adopt revised City Council Policies 100-34, concerning tracking on Council items and when items should be brought back to the Council; and 100-38, concerning the requirement that there be concurrence of the majority of Councilmembers to hear any item after 10:00 p.m. at a City Council meeting.

BACKGROUND

The City Council utilizes a City Council Policy Manual to set certain policies and procedures related to City Council operations. From time to time staff reviews the policies to determine if updates are needed. Staff also requested input from all elected officials.

ANALYSIS

Staff and the City Clerk have determined that City Council Policies 100-34 and 100-38 require updating.

The revised Policy 100-34 outlines how items are to be tracked and when they should be brought back to Council for action.

The revised Policy 100-38 requires concurrence of the Council majority to hear an item after 10:00 p.m.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The City Attorney has reviewed the revised City Council Policies 100-34 and 100-38 and has approved them as to form.

RECOMMENDATION

Staff recommends that the City Council adopt revised City Council Policies 100-34, concerning tracking on Council items and when items should be brought back to the Council; and 100-38, concerning the requirement that there be concurrence of the majority of Councilmembers to hear any item after 10:00 p.m. at a City Council meeting.

PREPARED BY:

SUBMITTED BY:



Michelle Skaggs Lawrence
Deputy City Manager



Peter A. Weiss
City Manager

REVIEWED BY:

John P. Mullen, City Attorney



Barbara Riegel Wayne, City Clerk



Attachments: Revised City Council Policies 100-34 and 100-38

SUBJECT: Procedures for Reports Requested by Councilmembers at City Council Meetings	POLICY NUMBER	100-34
	ADOPTED	7-26-89
	REVISED	1-16-02
	REVISED	1-23-08

It is the policy of the City Council that staff shall follow the standard procedures listed below unless otherwise stated at a City Council meeting:

1. A majority vote by Council on a motion for staff to prepare a report and/or return to Council with information will automatically require staff to agendize the item for Council review within 45 days or as soon as possible, unless otherwise stated. This information will be tracked by the City Clerk ~~Manager~~; ~~updates will be given to the City Council, City Manager and City Attorney.~~

2. A request by a Councilmember (with no formal vote by Council) for information via the City Manager or City Attorney will automatically indicate to staff that the item will not need to appear on a future Council agenda and that the information will be distributed to Councilmembers within 45 days or as soon as possible, via a pass-through memorandum, unless otherwise stated.

~~Should issues arise where staff cannot meet the 45-day timeframe, staff will provide Council with an update at a Council meeting within the 45-day period.~~

	POLICY NUMBER	100-38
	ADOPTED	3-13-91
	REVISED	2-17-93
SUBJECT:	REVISED	12-12-01
Time Limitation for Consideration	REVISED	1-23-08
of Council Agenda Items		

It is the policy of the City Council that consideration of public hearing items, and items for discussion appearing on a Council Agenda, may not commence after 10:00 p.m. without a majority concurrence of the City Councilmembers present at the meeting.