



DATE: October 3, 2007
TO: Honorable Mayor and City Councilmembers
FROM: City Manager's Office
SUBJECT: **ADOPTION OF REVISED CITY COUNCIL POLICIES 100-05 AND 100-08**

SYNOPSIS

Staff recommends that the City Council adopt revised City Council Policies 100-05, concerning approval of contracts, agreements and documents, and 100-08, concerning public review of agenda materials.

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. The City Clerk's Office requested the update to Policy 100-05 concerning documents. The revised Policy 100-08 simple brings the policy in line with current practice.

ANALYSIS

Staff has determined that City Council Policies 100-05 and 100-08 require updating.

The revised Policy 100-05 removes reference to resolutions and notices of completion being completed within 180 days and adds that all agreements/contracts must have all exhibits attached, along with notarization information, to be considered complete. The two changes were at the request of the City Clerk's Office.

The revised Policy 100-08 clarifies where Council meeting materials are available and includes the addition of Web site posting. The changes to this policy will simply make the policy conform with actual practice.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

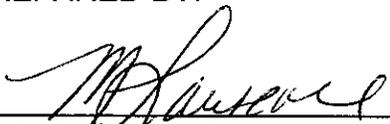
CITY ATTORNEY'S ANALYSIS

The City Attorney has reviewed the revised City Council Policies 100-05 and 100-08 and has approved them as to form.

RECOMMENDATION

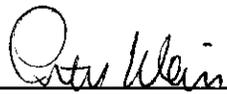
Staff recommends that the City Council adopt revised City Council Policies 100-05, concerning approval of contracts, agreements and documents, and 100-08, concerning public review of agenda materials.

PREPARED BY:



Michelle Skaggs Lawrence
Deputy City Manager

SUBMITTED BY:



Peter A. Weiss
City Manager

REVIEWED BY:

John P. Mullen, City Attorney 

Attachments: Revised City Council Policies 100-05 and 100-08

SUBJECT: Council/CDC/Harbor Board Approval of Contracts, Agreements and Documents	POLICY NUMBER	100-05
	ADOPTED	8-10-83
	REVISED	2-26-86
	REVISED	2-10-88
	REVISED	12-12-01
	REVISED	10-3-07

It is the policy of the City Council that contracts, agreements and documents authorized by Council action be conformed and signed within the following time periods:

1. contracts and agreements with local private contractors, developers, and firms, ~~and documents, such as resolutions and notice of completions,~~ within 180 days;
2. contracts and agreements with municipal, county and state agencies, special districts and private, non-profit agencies within 180 days;
3. contracts and agreements with federal and joint powers agencies within one year.

If such contracts, agreements, and documents are not conformed and signed within the specified time periods, Council action will again be required. The Council shall not approve any contract, agreement or document unless it has received prior execution by the other party/parties involved. All contracts/agreements must have all exhibits attached and notarization included before being considered complete.

	POLICY NUMBER	100-08
	ADOPTED	8-10-83
SUBJECT:	REVISED	12-17-86
Public and Press Review of	REVISED	12-12-01
Agenda Material	REVISED	10-3-07

It is the policy of the City Council that City Council meeting agenda materials be made available for public and press review. Agendas shall be posted on a bulletin board outside of the buildings in the main section of the Civic Center and on the City's web page at least 72 hours prior to each regular Council meeting, and 24 hours prior to each special Council meeting. Agenda materials are available for public review in the Public Civic Center Library, the Mission Branch Library, the City Clerk's Office, the Melba Bishopeach Community Community Center, and the Department of Harbor and Beaches Administrative Offices at 1540 Harbor Drive North, and on the City's Web site prior to close of business on the last workday of the week preceding the meeting. Agenda materials are made available to press representatives upon request.