

STAFF REPORT



ITEM NO. 13
CITY OF OCEANSIDE

DATE: December 19, 2007
TO: Honorable Mayor and City Councilmembers
FROM: City Manager's Office
SUBJECT: **ADOPTION OF REVISED CITY COUNCIL POLICIES 100-20 AND 100-22**

SYNOPSIS

Staff recommends that the City Council adopt revised City Council Policies 100-20, concerning staff participation in meetings initiated by Councilmembers; and 100-22, eliminating the required annual review of advisory groups.

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 100-20 and 100-22 require updating.

The revised Policy 100-20 requires that time spent by staff at a meeting(s) initiated by a Councilmember count as time applied to the four-hour rule.

The revised Policy 100-22 simply removes the required annual review of advisory groups. The change 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 100-20 and 100-22 and has approved them as to form.

RECOMMENDATION

Staff recommends that the City Council adopt revised City Council Policies 100-20, concerning staff participation in meetings initiated by Councilmembers; and 100-22, eliminating the required annual review of advisory groups.

PREPARED BY:

SUBMITTED BY:



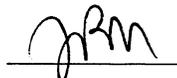
Michelle Skaggs Lawrence
Deputy City Manager

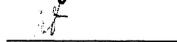


Peter A. Weiss
City Manager

REVIEWED BY:

John P. Mullen, City Attorney
Barbara Riegel Wayne, City Clerk





Attachments: Revised City Council Policies 100-20 and 100-22

SUBJECT:	POLICY NUMBER	100-20
City Councilmembers' Requests for	ADOPTED	4-25-84
<u>Information and Staff Participation at</u>	REVISED	1-16-02
<u>Meetings Initiated by Councilmembers</u>	REVISED	12-19-07

It is the policy of the City Council that, consistent with Chapter 2 of the Oceanside Municipal Code, requests for information or requests for staff attendance or participation from individual City Councilmembers and/or their Council Aides, including e-mail correspondence, must be forwarded through the City Manager, and/or City Attorney as appropriate, in order to receive a response. All requests, and all responses, must be copied to the entire City Council. If, in the City Manager's/City Attorney's judgment, such requests for research and analysis that require more than four hours of staff time to research and prepare, including any time spent by staff at a meeting initiated by a Councilmember, that request for information must have the prior concurrence of the City Council. The four-hour rule is by issue or subject and includes all staff members who may participate. The City Councilmember may raise the matter under his or her Councilmember item at a regular meeting and, with the legislative body's concurrence, request that the information be provided either formally or informally within a specified amount of time. All responses to a request for information will be copied and distributed to the entire City Council to ensure that all members receive the same information.

When any request for information from a Councilmember requires the preparation of a written statement or report, creating a new document or record subject to State and Federal laws governing public records, that report shall be provided simultaneously to all members of the City Council.

This policy is in no way meant to obstruct open and informal communications between elected officials and staff members. The intent of this policy is to ensure that the information is requested from the appropriate person and that responsibility for responding to an inquiry is handled in a timely manner.

SUBJECT:	POLICY NUMBER	100-22
Review of Commissions,	ADOPTED	4-25-84
Boards and Committees	REVISED	12-12-01
	REVISED	12-19-07

It is the policy of the City Council to review and approve the~~conduct an annual review of all committees, boards and commissions in conjunction with the City Council's review and approval of the committees', boards' and/or commission's' annual work plans.~~ The presentation of the annual work plan will be given by the advisory group chair, or his/her designee, at a regular City Council meeting and shall be limited to ten minutes.