



City of San Leandro

Meeting Date: November 18, 2019

Staff Report

File Number: 19-604

Agenda Section: ACTION ITEMS

Agenda Number: 10.A.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Liz Warmerdam
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Receive Report from the City Council Rules Committee Regarding the Following Issues: Annual Reports from City Boards and Commissions; and Moving the Consent Calendar Earlier on the City Council's Regular Meeting Agenda

SUMMARY AND RECOMMENDATIONS

On October 10, 2019, the City Council Rules Committee discussed the possibility of having a representative from each City Board and Commission present an annual report to the City Council. The Rules Committee instead recommended the City host an annual recognition dinner for Board Members and Commissioners and include time at the dinner for a short, optional report from each body.

In addition to the annual report discussion, the Committee discussed the possibility of moving the Consent Calendar up on the agenda so the Consent Calendar could be heard earlier. The Committee did not feel this was necessary for a variety of reasons discussed below.

BACKGROUND

On July 15, 2019, the City Council directed staff to bring an item to the Rules Committee that would prompt discussion regarding having a representative from each Board and Commission present an annual report on projects, issues and initiatives that they have worked on over the past year. This would allow the City Council to stay engaged in the work of these nine bodies and better understand the effort their appointees are doing on behalf of the community.

The Council also requested the Rules Committee discuss the possibility of moving the Consent Calendar up on the agenda out of respect for staff's time, so they did not have to wait for their items to be heard.

Analysis

While the Rules Committee appreciated the intent behind the suggestion to receive annual reports, they instead recommended another approach. They questioned if the work would most likely fall on staff to assemble the report and that this time could be used for more pressing operational needs. Instead, they suggested the City host an annual recognition dinner in February that would acknowledge the work of both outgoing and incoming Board Members and Commissioners. Each body could do a short report at that time, if so desired. The Committee also acknowledged that if a Council Member has a particular interest in the work of a Board or Commission, they could request a report to the Council at a later date or watch/listen to the meetings online.

The Committee also discussed the possibility of moving the Consent Calendar earlier on the Council agenda so that staff did not have to wait for their items to be heard. The Committee reviewed the items that come before the Consent Calendar, namely Public Comment, Presentations, and Public Hearings. They felt these items are typically of greater interest to the public than the Consent Calendar and out of respect for the public's time, those items should be heard first. In addition, these three items typically have guest presenters or speakers and as a courtesy to those individuals, it would be better to keep those items first. The Committee did acknowledge that the Council still has the ability, at any time, to move the Consent Calendar up, if there are relatively few agenda items or guests.

Committee Review and Actions

See Above

Fiscal Impacts

An annual dinner to recognize Board Members and Commissioners would cost approximately \$500 to \$1,000 depending on the number of attendees and staffing required. This cost could be absorbed in the City Manager's operating budget.

PREPARED BY: Leticia Miguel, City Clerk, City Manager's Office