



## Legislation Details (With Text)

**File #:** 18-691      **Version:** 1      **Name:**  
**Type:** Consent Calendar      **Status:** Agenda Ready  
**File created:** 5/11/2018      **In control:** Council and Authorities Concurrent Meeting  
**On agenda:** 6/12/2018      **Final action:** 6/12/2018  
**Title:** Consider the Establishment of a Council Policy Manual

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Report to Governance Committee - "2018 Governance Committee Work Plan and Establishment of a Council Policy Manual", 2. Council Policy Manual Work Plan Matrix, 3. Council Policy Manual Policy, 4. Resolution 6603, 5. Resolution to Adopt Council Policy Manual, 6. Resolution No. 18-8535

Date	Ver.	Action By	Action	Result
6/12/2018	1	Council and Authorities Concurrent Meeting	Approved	

## REPORT TO COUNCIL

### SUBJECT

Consider the Establishment of a Council Policy Manual

### BACKGROUND

At the April 23, 2018 Governance Committee meeting, staff brought forward the attached report (Attachment 1). At the meeting, the Committee reviewed the Council Policy Manual Work Plan Matrix (Attachment 2) that primarily focused on reviewing and updating the City's Policies and Procedures Manual. Additionally, the Committee intends to focus on reviewing administrative streamlining proposals brought forward by staff.

At the Committee meeting, staff presented the proposed Council Policy Manual Policy (Attachment 3), which would serve as a preamble to the City's current Policies and Procedures Manual, and recommended to rename the City of Santa Clara Policies and Procedures Manual.

### DISCUSSION

The Governance Committee approved staff's recommendation to change the title of the current manual from "City of Santa Clara Policy and Procedure Manual" to "City of Santa Clara Council Policy Manual" to focus the City of Santa Clara Council Policy Manual on policies and procedures by which the City Council, Boards, Commissions, Standing and Ad Hoc Committees, shall conduct City business and activities. As the City of Santa Clara Policy and Procedure Manual was adopted by resolution, staff recommends repealing Section C of Resolution No. 6603 (Attachment 4) to effectuate the title change.

Further, as recommended by the Governance Committee, staff is bringing forward the adoption of the Council Policy Manual Policy. This policy will serve as a preamble to the Council Policy Manual and provides the procedure for the preparation, distribution, maintenance, review, and approval of Council

policies.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

There is not fiscal impact to the City other than staff time.

### **COORDINATION**

This report was coordinated with the City Attorney’s Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Adopt a resolution repealing Section C of Resolution No. 6603 to amend the title of “City of Santa Clara Policy and Procedure Manual” to “City of Santa Clara Council Policy Manual” and approving the Council Policy Manual Policy.

Reviewed by: Walter C. Rossmann, Chief Operating Officer

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Report to Governance Committee - “2018 Governance Committee Work Plan and Establishment of a Council Policy Manual”
2. Council Policy Manual Work Plan Matrix
3. Council Policy Manual Policy
4. Resolution 6603
5. Resolution to Adopt Council Policy Manual