

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: July 2, 2024

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To: Honorable Mayor and City Councilmembers
From: Vice Mayor Zollman
Subject: Responsible Department: City Manager
Departmental Reports

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RECOMMENDATIONS:

Approve direction to the City Manager to Require Department Directors to provide Reports as attachments to the City Manager Report Out at each City Council Meeting.

EXECUTIVE SUMMARY:

Department Reports are updates from various departments within the City that provides either snapshots or detailed accountings of projects, permits, contracts that are ongoing within each department. At the end of each City Council meeting, it is requested that the City Departments provide a report to the City Council on their activities for the previous two weeks. The purpose of the report is to inform the City Council about the activities City Staff performs in serving the community.

BACKGROUND AND DISCUSSION:

Departmental reports serve as a valuable tool to provide information to the Council and community, track projects, permits, ongoing routine maintenance, number of service calls for police and fire, business licenses approved, etc.

STAFF ANALYSIS:

There is no staff analysis as each Department will be directed to submit reports at each City Council Meeting.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact with approval of this agenda item.

OPTIONS:

If the Council does not approve the direction to the City Manager to Require Department Directors to provide Reports as attachments to the City Manager Report Out at each City Council Meeting; the Council can:

1. Deny the request for Departmental Reports
2. Approve the Request for Departmental Reports; but require the reports on the last Council meeting of the month rather than at each Council meeting. If a Councilmember prefers this option, it will require this item to be removed from the Consent Calendar for discussion and action.

Staff recommends that Departmental Reports be submitted at each City Council Meeting.

ATTACHMENTS:

None

APPROVALS:

Department Head Approval: Approval Date: 6-24-2024

CEQA Determination (Planning): Approval Date: 6-24-2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 6-24-2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: 6-24-2024

City Manager Approval: Approval Date: 6-24-2024