

Policy 7.3.1 Legislative Management — Goals and Policies

Goal 7.3A Assess community conditions and make appropriate changes to long-range, mid-range and short-range plans.

Policy 7.3A.1 Utilize the General Plan as the City’s principal long-range planning tool; utilize the Resource Allocation Plan and Program Outcome Statements as the City’s principal mid-range planning tool; and utilize the Council Study Calendar as the City’s principal short-range planning tool.

Policy 7.3A.2 Establish advisory committees and boards and commissions as necessary to assist Council in planning and policy development.

Goal 7.3B Assure that City policy is established, documented and enacted according to established procedures and legal principles.

Policy 7.3B.1 Periodically conduct Charter reviews to recommend appropriate changes to the Charter.

Policy 7.3B.2 Maintain official records of City action and policy in a retrievable manner, according to legal convention.

Policy 7.3B.3 Prepare and update ordinances to reflect current community issues and concerns in compliance with state and federal laws.

Policy 7.3B.4 Prepare and update the Legislative Advocacy Positions as the shorter-term policies that support the General Plan and guide Council and staff on intergovernmental matters.

Policy 7.3B.5 Conduct elections in accordance with the Charter and state laws.

Goal 7.3C Participate in intergovernmental activities, including national, state and regional groups, as a means to represent the City’s interests, influence policy and legislation, and enhance awareness.

Policy 7.3C.1 Represent City policy in intergovernmental activities in accordance with adopted policy guidelines.

Goal 7.3D Maintain a quality work force, consistent with state and federal laws, City Charter, and adopted policies in order to assure that City services are provided in an effective, efficient, and high quality manner.

Policy 7.3D.1 Maintain a recruitment and selection process that ensures a highly competent workforce.

COUNCIL POLICY MANUAL

- Policy 7.3D.2 Strive to develop a workforce that reflects the composition of the community labor force.
- Policy 7.3D.3 Train and develop employees to enhance job performance.
- Policy 7.3D.4 Assure that employees are provided timely and adequate information so that they can carry out their responsibilities and effectively communicate their concerns and ideas for improving services and conditions.
- Goal 7.3E Provide appropriate facilities and equipment in order to ensure that City employees function in a safe, effective manner.**
- Policy 7.3E.1 Maintain facilities and equipment in a clean, safe, cost-effective manner.
- Goal 7.3F Continually strive to enhance the quality, cost and customer satisfaction of service delivery.**
- Policy 7.3F.1 Provide a work environment that supports all staff in continually seeking ways to enhance the efficiency, effectiveness and quality of City services.
- Goal 7.3G Provide legal services to Council, staff and boards and commissions in order to assure compliance with state and federal laws, City Charter, and Municipal Code and ensure that City programs and policies are effectively implemented.**
- Policy 7.3G.1 Provide adequate legal counsel to support City activities.
- Goal 7.3H Provide risk management programs, exposure reduction programs and appropriate policies in order to minimize damage and liability exposure.**
- Policy 7.3H.1 Minimize liabilities, risks and damages to the extent possible, pursuant to adopted policies.
- Policy 7.3H.2 Provide adequate loss protection in a cost-effective way.
- Goal 7.3I Provide, manage and support information technology equipment and services for all City departments in the areas of communications, computing, electronic office equipment, records management, print and copy services, and mail services in response to changing governmental and technology trends in order to facilitate and enhance City operations.**

COUNCIL POLICY MANUAL

- Policy 7.3I.1 Provide and maintain cost-effective and efficient communications systems to assist City departments in providing valuable services to the City and its citizens and businesses.
- Policy 7.3I.2 Provide, manage and maintain the City's computing resources to facilitate sharing of information.
- Policy 7.3I.3 Provide and maintain appropriate electronic office equipment and services to maximize productivity of staff.
- Policy 7.3I.4 Maintain a cost-effective and efficient records management system that meets legal requirements, assures adequate retrieval capabilities, and provides for appropriate security.
- Policy 7.3I.5 Assure that information resources, databases, and public records developed or maintained by the City are recognized as valuable and sensitive public assets, and are managed appropriately and affirmatively for the benefit of the organization and the community.
- Policy 7.3I.6 Provide cost-effective and efficient duplication services to enhance the development and production of printed information.
- Policy 7.3I.7 Provide mail services to City departments to facilitate communication and distribution of materials among departments, City facilities and the public.
- Policy 7.3I.8 Provide training for information technology equipment and services to ensure that City staff can effectively utilize the technologies available.
- Policy 7.3I.9 Provide consulting services to leverage technology in the reengineering of City business processes to realize benefits in cost-effectiveness, efficiency and improved citizen access.
- Goal 7.3J Assure that franchises that make use of public assets for commercial or private purposes are administered to provide public benefit, protect public investment, and provide revenue to the City when possible.**
- Policy 7.3J.1 Seek opportunities in partnership with utilities, other local governments, and the Legislature to improve benefits to the community as a result of franchise agreements that allow use of local public rights-of-way.

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Lead Department: Office of the City Manager