



City of Murrieta City Council Policy

POLICY: CITY COUNCIL AD-HOC SUBCOMMITTEE
AND INTERGOVERNMENTAL AGENCY REPORTING

POLICY NO.: 100-20

DATE: September 17, 2013

I. PURPOSE

The purpose of this policy is to keep all City Council members informed of subcommittee and intergovernmental agency activities and to insure consistency in presentation of City positions to others.

II. RESPONSIBILITY

City Council Members serve as representatives of the City of Murrieta on various intergovernmental agencies, as well as on City Council ad-hoc subcommittees. It is the responsibility of those representatives to report on activities and votes/positions taken by such agencies and subcommittees in accordance with the policy as outlined below.

III. REPORTING

Reporting will be accomplished at City Council meetings under the header, "CITY COUNCIL MEMBER REPORTS ON AD-HOC SUBCOMMITTEES AND INTERGOVERNMENTAL AGENCIES."

IV. POLICY

City Council representatives will:

1. Upon selection to a new subcommittee or intergovernmental agency, schedule a meeting with the City Manager or designee to ascertain information about the subcommittee or agency. The new City Council representative is also advised to meet with the city's predecessor representative to gain information on the history of the agency and pending matters.
2. Review issues before the subcommittee and intergovernmental agency as they affect the city. Determine consistency with City policies, including the General Plan, adopted legislative platform, and City policies. The City Manager may be consulted for this purpose, who may assign staff to research the history.
3. In the absence of adopted policy, discuss the issue with the City Manager to determine whether the issue is significant enough to warrant a City Council adopted position. The City Manager should be notified in a timely manner so that the issue can be placed on a City Council agenda if needed.
4. When representing the City on an intergovernmental committee, City Council Members must vote in accordance with the official City position on an issue,

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regardless of the City Council Member's individual position. Representatives are not to express conflicting opinions unless they clearly identify the City's official position and then clarify that theirs is a minority viewpoint in conflict with the City's position.

5. If formal communication is desired from the City Council Member representative to the subcommittee or intergovernmental agency, the City Manager will assign staff to prepare such correspondence.
6. Provide update on their subcommittee and/or intergovernmental agency following the Governing Body Announcements/Actions/Comments section of the agenda, entitled "City Council Member Reports on Ad-Hoc Subcommittees and Intergovernmental Agencies." The update should include committee activities and votes/positions taken.
7. At State or National levels, obtain legislative briefings from the City Manager or designee prior to attending conferences and meetings. If the City Council Member representative wishes to take a position on a legislative issue, the representative must first determine whether an official City position already exists. If unsure, the representative should consult the City Manager who will direct staff to research existing policies. If a City position already exists, the Mayor is typically the official spokesperson for the City.
8. If a position is desired on a ballot measure that directly impact City business, the City Council Member should request consensus from the City Council for referral to the Legislative Workgroup for a review. Any ballot measure issue that is already covered by City policy will include a citation and summary of that policy. Ballot measure issues which are not covered by existing policy will include staff analysis of potential impacts to City operations or fiscal impacts.

HISTORY

Adopted September 17, 2013



Rick Gibbs
Mayor