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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2012-35

INTRODUCED BY:

Councilor Wurzburger
Mayor Coss
Councilor Ives

A RESOLUTION

DIRECTING STAFF TO EFFECTIVELY GENERATE AND FINALIZE ALL PUBLIC POLICY REPORTS AND PUBLIC AUDITS; AND ESTABLISHING A CONCISE TIMELINE FOR PRESENTATION OF SUCH PUBLIC POLICY REPORTS AND PUBLIC AUDITS TO MEMBERS OF THE GOVERNING BODY, CITY COMMITTEES AND THE PUBLIC.

WHEREAS, the Governing Body of the City of Santa Fe is committed to improving the City’s policies and practices related to accessibility of public policy reports and public audits; and

WHEREAS, access by members of Governing Body and the public to public policy reports and public audits generated by City staff or City contractors is essential to public accountability; and

WHEREAS, establishment of a policy that directs staff to effectively generate and finalize public policy reports and public audits in a timely manner reflects the on-going commitment of the Governing Body to be open, transparent and accessible to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the Governing Body hereby directs staff to effectively generate and

1 finalize all public policy reports and public audits in a concise and timely manner and to present
2 reports and audits to members of the Governing Body, City committees and the public.

3 **BE IT FURTHER RESOLVED** that the Governing Body hereby establishes the following
4 policy related to interim draft public policy reports and public audits:

- 5 1. Public policy reports and public audits shall not exist in a draft form for more than
6 two weeks without presentation to members of the relevant City committee or the
7 Governing Body. If the report or audit is not presented after two weeks, then staff
8 shall inform the committee or Governing Body, in writing, the specific date the report
9 or audit will be presented and basis for the additional time needed.
- 10 2. Any final or interim draft public policy report or public audit for presentation to City
11 committees or the Governing Body shall be included in the meeting packet and such
12 meeting packets shall be posted on the City's Website.
- 13 3. A final or interim draft public policy report or public audit on a committee agenda
14 shall be accessible by all members of the Governing Body and the public, prior to the
15 committee meeting.

16 **BE IT FURTHER RESOLVED** that at the April 11, 2012 meeting of the Governing Body,
17 staff shall provide the following information for review by the Governing Body:

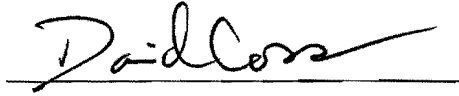
- 18 1. An inventory of all substantive public policy reports and public audits currently under
19 development.
- 20 2. A proposed schedule of completion and presentation of the proposed reports to City
21 committees or the Governing Body.

22 **BE IT FURTHER RESOLVED** that on an annual basis, the City shall train department and
23 division directors to provide updates and a review of the City's transparency policies. Thereafter,
24 department and division directors shall train their staff on the City's transparency policies so that
25 every City employee is aware of the Governing Body's on-going commitment to be open, transparent

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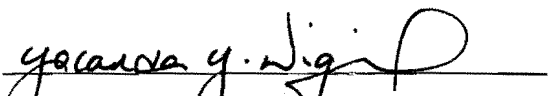
and accessible to the public.

PASSED, APPROVED and ADOPTED this 28th day of March, 2012.



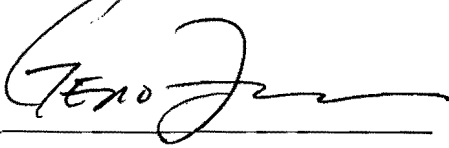
DAVID COSS, MAYOR

ATTEST:



YOLANDA VIGIL, CITY CLERK

APPROVED AS TO FORM:



GENO ZAMORA, CITY ATTORNEY