

SUBJECT:
City Council/CDC/Harbor Board
Agenda Items

POLICY NUMBER	100-02
ADOPTED	8-10-83
REVISED	1-14-87
REVISED	1-16-02
REVISED	3-1-06

It is the policy of the City Council that items from Councilmembers may be placed on the Council meeting agenda under "Councilmember Items". Councilmembers may place an item on the agenda by notifying the City Manager's Office of the general subject matter they wish to discuss, in writing, one week in advance of the Council meeting. Councilmember items are due to the City Manager's Office agenda preparation personnel by 10 a.m. on the Wednesday prior to the City Council meeting for which the item is proposed.

The addition of Councilmember items requested after the 10:00 a.m. Wednesday deadline, above, is discouraged; however, late items can be accommodated under certain circumstances, only if the following "addendum" process is followed:

- All conditions of the Brown Act must be met; all addendums require 72-hour advance public notice and posting.
- Addendums for late Councilmember items must be submitted in writing, with a stated reason for the need for immediacy of the action. All such requests shall include the concurrence of one other Councilmember or the Mayor, and this concurrence should also be in writing.
- All late requests for addendums to the agenda must be submitted to the City Manager by 3 p.m. of the last day of the work week (i.e., on alternating Thursdays and Fridays). Any request beyond this timeframe cannot be accommodated.

Councilmembers are asked to minimize the use of the addendum process for late Councilmember items and are encouraged to simply place their requested items on the following regular Council agenda.