



DATE: March 1, 2006

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

SUBJECT: **REVISION TO CITY COUNCIL POLICY 100-02 REGARDING CITY COUNCIL/CDC/HARBOR BOARD AGENDA ITEMS**

SYNOPSIS

Staff recommends that the City Council review the proposed revisions to City Council Policy 100-02 regarding City Council/CDC/Harbor Board agenda items, specifically as it relates to the provision of Councilmember Items on the agenda, and either adopt the proposed revised policy or provide direction to staff.

BACKGROUND

The City Council originally adopted Policy 100-02 in 1983 regarding agenda items on City Council, CDC, and Harbor Board agendas. The policy has been revised twice, most recently in January 2002. Based on a recent inquiry regarding the procedure for placing City Councilmember Items on the agenda, staff, at Council's direction, is bringing City Council Policy 100-02 back to the City Council for further review and direction.

ANALYSIS

Staff is providing a proposed revision to City Council Policy 100-02 for City Council review and direction. Specifically, staff recommends that a process be identified as to how late Councilmember Items are placed on the agenda and how addendums are processed for the City Council agenda due to late Councilmember Items. The proposed revisions to City Council Policy 100-02 are attached to this staff report for discussion purposes and are shown in italics.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced document has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council review the proposed changes to City Council Policy 100-02, specifically related to the process for adding late Councilmember Items to the City Council agenda and either adopt the proposed revised policy as attached, or provide direction to staff.

PREPARED BY:



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SUBMITTED BY:



Steven R. Jepsen
City Manager

REVIEWED BY:

Barbara Hamilton, City Attorney
Mike Blessing, Deputy City Manager



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SUBJECT:	POLICY NUMBER	100-02
City Council/CDC/Harbor Board	ADOPTED	8-10-83
Agenda Items	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.