

SUBJECT: City Council/CDC/Harbor Board/OPFA Agenda Items	POLICY NUMBER	100-02
	ADOPTED	8-10-83
	REVISED	1-14-87
	REVISED	1-16-02
	REVISED	3-1-06
	REVISED	5-3-17

It is the policy of the City Council that items from Councilmembers may be placed on the Council meeting agenda under "Councilmember Items" with the written concurrence of at least one other Councilmember. Councilmembers may place an item on the agenda by notifying the City Manager's Office of the specific subject matter they wish to discuss, in writing, at least three weeks in advance of the Council meeting. Councilmember items are due to the City Manager's Office by 10 a.m. on the Wednesday three weeks prior to the City Council meeting for which the item is proposed. A Councilmember seeking the written concurrence of a fellow Councilmember shall limit his or her discussion to scheduling issues only. A majority of the City Council shall not directly or through intermediaries discuss, deliberate or take action on an item of city business outside of a properly noticed meeting, unless a statutory exception applies.

Pursuant to Council Policy 100-20, the City Manager will determine if the request will exceed the four-hour time limit. If the item is determined to not exceed the time limit, the item will be placed on the agenda. If the item is determined to exceed the time limit, the item will be placed on the agenda for the purpose of Council approval of staff resources.

At no time shall a Councilmember item be construed as more than "information only"; any staff action, beyond preparing a presentation within the four-hour time limit, on any Councilmember item, must be approved by the full council.

Councilmember requests for proclamations or resolutions to be placed on the agenda are excluded from the three week advance notice requirement. These items may be placed on the agenda one week prior as long as no significant staff time is required.

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 Thursday prior to the meeting. 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.