

## Attachment A



# POLICY AND PROCEDURE

<i>Subject:</i>	Scheduling Agenda Items	<i>Index:</i>	City Council
		<i>Number:</i>	401-1
<i>Effective Date:</i>	January 14, 2008	<i>Prepared By:</i>	City Clerk
<i>Supersedes:</i>	August 9, 2004	<i>Approved By:</i>	City Manager

### **PURPOSE**

The purpose of this policy is to provide guidance for scheduling items on the agenda to assure that the City's business is conducted in a timely, fair, and effective manner, and to preclude non-city business from being agendized and/or discussed at the meetings.

### **REFERENCES**

Resolution No. 2008-003

### **HOW TO PLACE SPECIFIC ITEMS ON THE AGENDA**

**Citizens** – Citizens can use Public Business from the Floor<sup>i</sup> as a means for bringing up issues that they wish the City Council to consider at a future meeting. They are also encouraged to either call or write their City Council members regarding their concern and/or interest. If a majority of the City Council is interested in pursuing the issue, staff will be directed to place it on a future agenda.

**Mayor/City Council** – Any Councilmember can have a matter placed on the agenda for discussion simply by calling the City Manager. Staff does not do any significant work on the item such as research, staff reports with recommendations, meeting with affected groups or preparing resolutions or ordinances until directed to do so by a majority of the Council. The Councilmember would take the lead in discussing the item and, if necessary, for obtaining majority support for follow-up staff action. If follow up staff investigation and/or a staff report is not necessary, item could be acted upon at that time (e.g. authorizing letter or resolution in support/opposition to particular legislation).

**Presentation** – These items do not require a Council action and are normally limited to about five minutes. Appropriate presentations would include City organization-related issues (e.g. Proclamations, Employee Recognition, Awards).

**Business from the Floor** – This is the time for interested persons to raise items of concern or interest related to City business, not on the agenda and within the Council's jurisdiction, that they wish the Council to consider. The City Council may refer the issue to staff for further investigation and a report, or with a majority vote, agendize the item for

## Attachment A

a future meeting. The City Council cannot take action on any item raised during Business from The Floor. **Comments from the public are limited to three minutes<sup>ii</sup> and time shall not be yielded to anyone who has previously spoken or has yet to speak. For record purposes, you must step up to the podium, state your name, and speak into the microphone when addressing City Council.**

**Consent Calendar** – These are routine items that require little or no discussion by the City Council. However, the Council or persons in the audience may request to speak on a specific item.

**Public Hearings** – These items have been advertised in the newspaper giving the public an opportunity to address any concern or clarification regarding the issue (e.g.: subdivision map, utility rate increase, lighting & landscape districts).

**Unfinished Business** – Council previously discussed these items; however, no final action or direction was given to staff (e.g.: 2<sup>nd</sup> reading of Ordinance, research regarding naming City streets).

**New Business** – These are new items for Council to take action on or refer to staff for further study.

**Staff Comments** – The City Manager and Department Heads use this time to announce upcoming meetings, and/or update the City Council on city-related issues.

**Council Comments** – Members of the City Council use this time to announce items of interest to the community and/or to raise issues for discussion that, with a majority consensus, could be agendized for a future meeting.

This is the time when Councilmembers, in their capacity as representatives to various Board and Commissions, may wish to report on items of interest to their colleagues and the public.

### **Closed Session**

**Under the Brown Act, closed sessions must be expressly authorized by explicit statutory provisions (§54962). As a general rule, closed sessions may involve only Councilmembers plus any additional support staff which may be required (e.g. attorney required to provide legal advice; supervisor or witnesses may be required in connection with disciplinary proceeding; labor negotiator required for consultation). For Closed Session items, the public will be invited to make comments before the meeting is recessed to Closed Session.**

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<sup>i</sup> Also known as Public Comments

<sup>ii</sup> Per the City Attorney change was made to the number of minutes a member of the public would be allowed to speak during Business from The Floor or Public Comment from 5 minutes to 3 minutes, by the City Council (05-11-2022).