



AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 21, 2017
Action Item for the City Council Meeting of March 28, 2017

DATE: March 21, 2017
TO: Mayor Pro Tem and Council
FROM: Rebecca L. Huerta, City Secretary
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Amendments to Council Policies

CAPTION:

Resolution amending City Council Policy Section 16 to reduce the number of City Council Members required to place an item on the agenda or to call a special or workshop meeting from at least five members to four members; and to update said policy regarding regular meeting time.

PURPOSE:

To amend Council Policies Section 16 to reduce the number of council members required to place an item on the agenda or to call a special or workshop meeting from at least five members to four members; and to update said policy regarding regular meeting time.

BACKGROUND AND FINDINGS:

Council Policies, Section 16.a.1. states the City Council shall meet in regular session at 2:00 p.m. each Tuesday, except that, in order to maximize efficiency and use of resources, it shall not meet the first Tuesday each month unless requested by the Mayor, **five Council Members**, or the City Manager. Section 16.a.4. states that "special and workshop sessions may be called by the Mayor, **a majority of the City Council**, and the City Manager". Section 16.d. states that "the City Council agenda will be prepared and assembled jointly by the City Manager and the City Secretary in a format consistent with the Open Meetings Act, subject to modification by Council directive. Items may be placed on the agenda by the Mayor, City Manager, **or at least five members of the City Council** who shall confirm their request with the office of the City Secretary. A member wishing to place an item on the agenda shall notify the City Secretary who shall inquire of the other members whether they wish to join the request."

Based on a legal analysis and an informal survey of best practices in other cities, staff is recommending that the minimum number of council members required for both actions be **reduced from five to four members**. Requiring less than a majority ensures adherence to the Open Meetings Act. It is also recommended that the time at which the

City Council shall meet in regular session, as set out in the policy, be updated from 2:00 p.m. to 11:30 a.m. to reflect the actual time the city council meets.

CONFORMITY TO CITY POLICY:

City Charter

EMERGENCY / NON-EMERGENCY:

Non-Emergency.

DEPARTMENTAL CLEARANCES:

Legal

FINANCIAL IMPACT:

☐ Operating ☐ Revenue ☐ Capital ☒ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget			
Encumbered / Expended Amount			
This item			
BALANCE			

Fund(s):

RECOMMENDATION:

Staff recommends approval of the resolution.

LIST OF SUPPORTING DOCUMENTS:

Resolution