

MEETING DATE: January 12, 2009

AGENDA ITEM : Discussion of Placement of Items on the City Council Agenda and Adoption of a Resolution Adopting City Council Policy 2009-01 Entitled "Placement of Items on the City Council Agenda" and rescinding City Council Policy Statement 3204.

ATTACHMENTS

	<u>Pages</u>
1. City Council Policy Statement 3402	1-2
2. Resolution (with proposed new policy)	3-6

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number 3204

General Subject: City Council

Date Issued 2/10/92

Specific Subject: Agendizing Items for Discussion

Effective Date 2/10/92

Resolution No. Min. Action

PURPOSE:

To formalize a process to allow individual Council Members to place items on City Council Agendas for consideration and action, and to allow staff to present previously approved items for reconsideration.

STATEMENT OF POLICY:

The City Council hereby establishes a process for individual Council Members to calendar issues or items they wish to bring to the attention of the other Members for formal discussion, and a follow-on process for subsequent action on the item(s).

Council Members have a desire and intent to afford each other the opportunity to individually bring forth, for serious consideration and deliberation, items or issues of general or specific concern regarding the welfare of the City and its citizens; and to provide a time lapse between the initial discussion and scheduled action in order to provide adequate opportunity for staff research and public notification.

In addition, staff members, through the Chief Administrative Officer, may have new information or new recommendations on previously approved Council agenda items, including new conditions or changed status requiring reconsideration of the previous action. Such items are best presented as "sponsored" by a Council member.

PROCEDURES:

A. Any (one) individual Member of the City Council, or a staff member through the Chief Administrative Officer and a Council Member, may request an item be agendized for future discussion and consideration by one of the following methods:

- (1) Seeking a consensus of the Council Members at any regular or adjourned meeting to place a subject on a future agenda; or

(2) Submitting to the CAO a title and brief description of the issue for inclusion on a subsequent City Council agenda. Such request must be provided to the CAO at least 6 working days prior to the preferred meeting date.

B. Items initiated by Council (or staff through Council) pursuant to this policy shall be placed on the agenda following all other discussion items.

C. The requested subject shall be fully discussed by the Council, and, should three (3) or more Members agree to further consider the matter, an agenda item will be prepared for a subsequent meeting at which time the Council may take action.

D. When an item is agendized for future action, staff assigned by the CAO shall research the topic in question in order to advise the Council Members of potential operational, legal, fiscal or other consequences prior to final action. Public notification of any pending action shall be as required by public meeting law.

1 RESOLUTION NO. 2009-R _____

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY
4 OF CULVER CITY, CALIFORNIA, ADOPTING CITY
5 COUNCIL POLICY 2009-____ RELATED TO PLACING
6 ITEMS ON THE CITY COUNCIL AGENDA.

7 WHEREAS, on January 12, 2009 at a regularly scheduled meeting of the City
8 Council, the City Council discussed a proposed policy related to the Placement of Items on
9 the City Council Agenda; and,

10 WHEREAS, the proposed policy reflects the desire of the City Council to
11 have majority support of the City Council prior to providing staff with direction to add an
12 item to the City Council agenda.

13 NOW, THEREFORE, the City Council of the City of Culver City, California,
14 DOES RESOLVE as follows:

- 15
16 1. The City Council hereby adopts City Council Policy 2009-____,
17 entitled, "Placement of Items on the City Council Agenda" which City Council Policy is
18 attached as Exhibit "A" to this Resolution.
- 19 2. City Council Policy 2009-____ shall be effective upon adoption of this
20 Resolution.
- 21 3. The City Manager is hereby authorized to format this policy statement in a
22 format consistent with other City Council Policies and shall include the final version of this
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1 City Council Policy with other adopted City Council Policies.

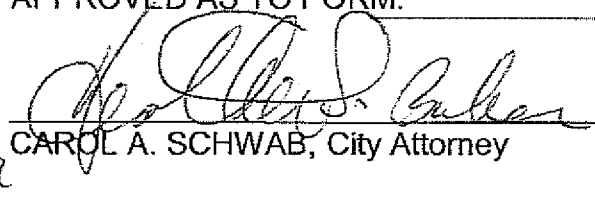
2 APPROVED and ADOPTED this 12th day of January 2009.

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5 D. SCOTT MALSIN, Mayor
6 City of Culver City, California

7 ATTEST:

8 APPROVED AS TO FORM:

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10 MARTIN R. COLE, City Clerk

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for  CAROL A. SCHWAB, City Attorney

City Council Adopted Policy 2009-_____
Adopted by Resolution on _____
Subject Matter: Placement of Items on the City Council Agenda

PURPOSE

To formalize a process by which the City Council can place items on City Council Agendas for consideration and action. This same process shall apply to the Redevelopment Agency and all other legislative bodies which consists of all five members of the City Council.

STATEMENT OF POLICY

The City Council, in its role as the policy-making and legislative body of the City, provides direction to the City Manager on a wide ranging number of topics within the subject matter jurisdiction of the City Council and consistent with the City's Charter.

Past practice of the City Council has required the consent of a majority of the members present to place an item on a future agenda. This practice of the City Council is consistent with the vesting of all powers of the City in the City Council as a body by the City's Charter (Section 607).

Through adoption of the annual Budget, the City Council adopts a wide ranging and substantial workplan for the City. This workplan may result in a number of subjects requiring the City Council's consideration as an agenda item. Also, day-to-day operation of the City results in generation of items for the City Council's consideration (for example: contracts, policies, ordinances, etc.).

While many items are included in the annual workplan, the City Council may determine that it desires to consider additional items not contained in the workplan. This Policy provides a process by which the City Council may place items on a future agenda.

PROCEDURE

Individual Council Members who desire the City Council to consider placing an item on a future agenda may make a request of the City Council during a properly noticed public meeting. Items receiving affirmative support from a majority of the Council Members present shall be placed on a future agenda.

The City Manager shall determine the placement of an item on a specific future Agenda. In determining which future agenda to place an item, the City Manager shall consider all of the following:

- (1) Direction provided by the City Council as to a specific date the City Council wishes to consider and item;

(2) The cumulative items requiring consideration by the City Council at any specific meeting;

(3) The time sensitivity of other items already tentatively scheduled for a specific meeting.

(4) The amount of time necessary to ensure staff has sufficient time to prepare a thorough and high quality staff report for the City Council's consideration.

(5) The fact that certain items may arise unexpectedly or be continued from a prior meeting.