

2/15/95

**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,

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(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.