

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/12/09		Item Number: <u>A-5</u>	
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.			
Contact Person/Dept.: Shelly Wolfberg		Phone Number: (310) 253-6008	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (01/07/08).			
Department Approval: Martin R. Cole (01/05/09)		City Attorney Approval: Carol Schwab (by H. Baker) (01/05/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (01/06/09)		City Manager Approval: Jerry B. Fulwood (01/07/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council discuss the subject of placement of items on the City Council agenda and adopt a Resolution adopting City Council Policy 2009-01 entitled “Placement of Items on the City Council Agenda” and rescinding City Council Policy Statement 3204 . <u>BACKGROUND:</u> On February 10, 1992, the City Council approved City Council Policy Statement Number 3204, entitled “Agendizing Items for Discussion” (Attachment 1), which formalizes a process to allow Council Members to place items on City Council Agendas for consideration and to allow staff to present previously approved items for reconsideration. Since that process was adopted, Culver City has undergone a change in the City’s Charter which instituted the Council/Manager form of government. Various City practices, including those established in Council Policy 3204, have become obsolete with the adoption of the City Charter by the voters in April, 2006. The City Council requested staff look into the process of agendizing of Council requests..			

City of Culver City, California
City Council Agenda Item Report

DISCUSSION:

Long standing practice of the City Council provides that a City Councilmember may request an item be placed on a future agenda with the consent of a majority of City Councilmembers. The City Manager then places the item on a future Council Agenda.

Other Cities' Practices

Staff has made inquiries with the cities of Beverly Hills, Santa Monica and West Hollywood as to their cities' practices of agendizing City Council items. Staff members from the Cities of Beverly Hills and Santa Monica indicate that one City Councilmember may request an item be brought back for City Council discussion.

The City of Santa Monica has a resolution that states "Any Councilmember or the City Manager may direct that any matter within the City Council's jurisdiction be placed on the agenda." It appears that depending on the item these Councilmember-requested items may or may not have a brief memo associated with the item. Santa Monica staff indicates that some staff City time is devoted to preparing a memo.

Staff from the City of West Hollywood indicates generally, if it will take substantial staff time or funding, they do a formal council item, after receiving "nodding heads" consensus from the City Council.

Because staff reports can often times require considerable staff time to prepare, staff recommends continuing the current practice of receiving direction from the City Council as expressed by a majority of the City Councilmembers to place an item on the City Council Agenda. Staff proposes memorializing this practice in the form of a revised City Council Policy Statement (Attachment 2).

The City Council may determine to take alternative action. Dependent upon the alternative action taken by the City Council, staff may request additional resources to produce those reports. Alternatively, items may take additional time to be properly prepared and placed on a future City Council agenda.

FISCAL ANALYSIS:

Adoption of the revised City Council Policy would not result in an increase in staff time. However, adopting a new policy allowing individual Councilmembers to

City of Culver City, California
City Council Agenda Item Report

agendize items may create additional staff time to create staff reports and may delay the completion of Council Adopted Work Programs.

ATTACHMENTS:

1. City Council Policy Statement Number 3204.
2. Resolution (with revised City Council Policy entitled "Placement of Items on the City Council Agenda."

MOTION:

That the City Council:

1. Discuss the proposed City Council Policy regarding Placement of Items on the City Council Agenda; and
2. Adopt a Resolution approving the revised City Council Policy regarding placement of items on the City Council Agenda;

OR

3. Provide other direction to staff as deemed appropriate.