



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: February 1, 2017
TO: Finance & Administration Committee
FROM: Linda Ruffing, City Manager
AGENDA ITEM TITLE: **Receive Report Regarding Placing Items on Council/Committee Agendas**

ISSUE:

With two new Councilmembers recently sworn in, the question was raised as to how items are placed on City Council and Council Committee agendas for discussion and/or action. The City Clerk recently prepared a very thorough Councilmember Handbook that addresses many of the procedural and legal parameters by which the City Council operates. We believe it would be helpful to include an explanation of how the agendas are assembled and would like to review the current procedure with the Finance & Administration Committee before preparing a summary for the Councilmember Handbook.

SUMMARY:

The procedure for preparing Council agendas and agenda packets is established in great detail in Administrative Regulation No. C-2 "Council/Committee Agenda Submittals" (Attachment 1). Most of the verbiage in the Administrative Regulation addresses the mechanics of preparing the Council's agenda packet. As explained in Section III.3 of the Administrative Regulation, an individual Councilmember can raise an issue for discussion and possible City Council direction or action by bringing it up under "Matters from Councilmembers" and seeking concurrence from a majority of the Council. Individual Councilmembers can request that items be agendaized for a Council Committee by bringing it up under "Matters from Councilmembers" at either a Council or Committee meeting, or by requesting that the City Manager place the item on a Committee agenda. If a Committee item is going to require significant staff work, the City Manager will seek direction from the full Council at the next Council meeting. The Administrative Regulation does not address how members of the public can request that an item be placed on a future agenda. In practice, that is done through communication with Councilmembers or during the public comment period at a Council meeting.

Staff suggests that a short summary of the process for placing items on agendas be included both in the Councilmember Handbook and on the Council's webpage as follows:

PLACING ITEMS ON AGENDA

City Council. A Councilmember may request that an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Councilmembers may make this request verbally during a meeting or may submit written requests to the Mayor and/or City Manager. Normally, the process involves two steps: initial consideration of the request by the full Council at the soonest possible regularly scheduled meeting; and, if a majority agrees, the matter will be scheduled for further consideration on an upcoming Council or Council Committee agenda.

Members of the Public. A member of the public may request that an item be placed on a future agenda during public comment or through other communication with Councilmembers. If approved by a majority of the Council, the item will be agendaized for either a Council or Council Committee agenda.

As items are considered for inclusion on Council and Committee agendas, the City Manager will inform the Council of the potential impacts, if any, that the request will have on established priorities or staff workload.

RECOMMENDATION:

Receive report on process for placing items on Council and Committee agendas.

ATTACHMENTS:

1. Administrative Regulation No. C-2