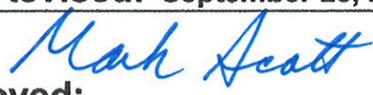


Subject: City Council Agenda Procedure	Number: 5-1
	Date Issued: April 30, 2009 Date Revised: September 25, 2009
Responsible Department: City Manager's Office and City Clerk's Office	Approved: 

Purpose

To outline the procedure used to assemble and distribute reports and supplemental information and material for the weekly City Council agenda.

Policy

The preparation of the weekly City Council agenda is a complex process which requires coordination between City offices. For all involved, it is crucial that deadlines are met and procedures observed.

Procedures

Part I.

1. Titles for Reports to the City Council shall be provided to the City Clerk's Office no later than 12:00 PM Monday of the week prior to the date of the City Council meeting.
2. Reports to the City Council shall be on the standard *Report to City Council* form. Supplemental material with the "Report" shall be on standard, 8 ½ x 11-inch white paper with single side printing. City Council agenda material shall be submitted to the Office of the City Manager and the City Clerk's Office by 10:00 a.m., Wednesday, the week prior to the date of the City Council meeting.
3. The City Clerk's Office shall prepare the preliminary City Council agenda, which will be available by 5:00 p.m., Monday, for City staff review that evening.
4. The City Council agenda shall be formalized at agenda conference on Wednesday the week prior to the date of the City Council meeting. The Office of the City Manager will make every effort possible to notify City Council staff and Department Directors of any change to the agenda conference schedule by 5:00 p.m. Thursday, the week prior to the City Council meeting.

5. Departments submitting a Report to City council shall submit one original and two copies.
 - a. The Office of the City Manager shall receive one copied set, to be picked up by the City Attorney's Office.
 - b. The City Clerk's Office shall receive one copied set.
 - c. The original, signed Report to the City Council shall be submitted to the Office of the City Manager.

6. "Red Tags" were developed for reports to Council submitted after the Council agenda packets have been distributed (on Friday afternoons), but which need to be included in the packet for the Council meeting. Authorization (written or verbal) from the City Manager or Assistant City Manager is required for a City Department to red tag a Council item. It is the responsibility of the originating department to complete the following when a report is red tagged:
 - 1) Walk the Council report through the signature process and provide the signed original to the Clerk's Office, and;
 - 2) Print the following number of three-hole punched copies
 - 8 copies for Mayor/Council
 - 2 copies for City Manager's Office
 - 1 copy for City Attorney's Office

Part II.

1. With each Report to City Council delivered to the Office of the City Manager, a City Council Agenda Transmittal form shall be attached to the top of the report. A sample transmittal form is attached to this Administrative Order.

2. The City Council Agenda Transmittal form contains the following information:
 - a. **City Council Meeting Date**
Indicate the meeting date the report will be presented to City Council.

 - b. **Title of Report**
The title must include the City Council action proposed to be taken, including resolutions and ordinances to be adopted.

In accordance with the State of California Brown Act, the agenda for a public body must state clearly the subject to be discussed, action to be taken, or action recommended. If the agenda does not mention action to be taken, the City Council may not take that action.

The following examples of an agenda title satisfy the requirements of the Brown Act and serve to inform the public and City Council:

- Amend the Salary Resolution to...
- Adopt an Amendment to Ordinance...
- Approve a Grant Application to the State for...
- Award a Bid in the Amount of...

The City Clerk's Office and City Attorney's Office are available to assist regarding the required title of an agenda item.

c. Agenda Placement

Select the appropriate category:

- 1) General Consent Calendar
- 2) City Council
- 3) City Attorney
- 4) Scheduled Council Hearings and Matters
- 5) Controversial Item
- 6) General Administration (Timed Item)
i.e., all other items likely to have discussion, bills for adoption which are not set for hearing
- 7) Closed Session (Timed Item)

d. Contact Person for Questions

Indicate the name and telephone number of the staff member to be contacted if there are questions regarding an agenda item.

e. Special Conditions

Include any special conditions, such as:

- Critical report to be placed on agenda for this date
- Controversial report that may have persons appearing to discuss with Council
- Special interdepartmental coordination required
- Report requires more than quorum majority for passage, e.g., five votes for an appropriation, four votes for an ordinance.

f. Approval Required or Supplemental Material Secured

The report shall reflect completed staff work including legislation (such as an ordinance), specific resolution, contract, agreement or lease. Prior approval by the City Attorney's Office is required on proposed legislative action. Supplemental material attached to the report shall include all necessary coordination with other City offices.

Amendments to the Annual Appropriation Resolution and amendments to the Master Fee Schedule are prepared by the

Budget and Management Studies Division. Amendments to the Position Authorization Resolution are prepared by Personnel.

To provide staff sufficient time to review and approve proposed legislation or supplemental material, the originating department shall provide a draft of the report to the appropriate office by Monday, 12:00 p.m., prior to the Monday deadline.

g. Remarks

If the report includes an attached Fiscal Impact Statement, it should be noted under remarks.

Part III.

1. In submitting agenda material that includes contracts, the originating department shall include at least one contract for each party that is a signatory to the contract and an additional contract for the administering department of the City. These contracts shall generally contain original signatures of all parties other than the authorized City signature and must include the City Attorney's signature indicating approval as to form.
2. Upon approval by Council, the Clerk's Office will contact the "Contact Person for Questions," as indicated on the agenda item transmittal sheet. The contracts shall then be signed and all original, signed copies shall be delivered to the Clerk's Office to be attested. Following the attesting of contracts, the Clerk will retain one original, signed copy for the official City record, and return all other original, signed copies to the initiating department.