

SUBJECT:
City Council/CDC/Harbor Board/OPFA
Agenda Items

POLICY NUMBER	100-02
ADOPTED	8-10-83
REVISED	1-14-87
REVISED	1-16-02
REVISED	3-1-06
REVISED	1-6-16
REVISED	5-3-17
REVISED	2-27-19

It is the policy of the City Council that items from Councilmembers may be placed on the Council meeting agenda under "Councilmember Items" with the written concurrence of at least one other Councilmember. Councilmembers may place an item on the agenda by notifying the City Manager's Office of the specific subject matter they wish to discuss, in writing, no later than the Monday of the week prior to the Council meeting for which the item is proposed by 10:00 a.m. (no exceptions). If the Monday falls on a City-observed holiday, items are due by 10:00 a.m. the Friday prior to the Monday holiday.

A Councilmember seeking the written concurrence of a fellow Councilmember shall limit his or her discussion to scheduling issues only. A maximum of three (3) Councilmember Items per each meeting is allowed. Items will be scheduled on a first-come, first-served basis. Late items, or "addendas", will not be accepted.

A majority of the City Council shall not directly or through intermediaries discuss, deliberate, or take action on an item of city business outside of a properly noticed meeting, unless a statutory exception applies.

No staff work will be completed on an item until majority Council direction is given. At no time shall a Councilmember Item be construed as more than "information only". Any future staff action, will be governed by City Council Policy 100-20.

Councilmember requests for proclamations or resolutions may be placed on the agenda one week prior to the Council meeting as long as no significant staff time is required.