



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Scott Morgan, Interim City Manager

THRU: City Manager's Office

DATE: December 19, 2024

RE: Consideration of revising Council Policies and Procedures relating to Agendas and Public Comments.

SUMMARY:

The Interim City Manager has observed an opportunity for the City Council to consider. The twin goal of the proposed amendments to the City Council Policies and Procedures is both to seek to strengthen public confidence in the decision-making of their local government elected officials and to reduce the length of City Council meetings when the City Council makes important decisions on behalf of the community.

The three items that would address these twin goals are as follows:

1. Currently, under the Council Reports portion of the agenda, Councilmembers may bring up any item that is not on the posted agenda and ask that a vote be taken on a motion to take action. The Interim City Manager is of the opinion that this does not give adequate opportunity for members of the public to be aware in advance of potentially significant items that might be acted upon by their elected officials. Elsewhere, the Interim City Manager has supported other City Councils where the rule is that no item can be acted upon by the City Council that has not be placed on the City Council agenda at least 48 hours in advance of the meeting. While certainly under the Council Reports section of the agenda, Council Members may direct the City Manager to place a matter on a *future* Council meeting agenda, under this proposed rule, the Council could not act on any matter absent a true emergency) at *that* Council meeting.
2. Currently, when citizens submit a card stating that they wish to address the City Council on a matter on the Consent Calendar portion of the agenda, those items are considered pulled from the consent calendar for separate City Council discussion and citizens may address each consent item for up to three minutes. This is a bit of an unusual procedure, as most local government restrict the ability to pull consent items to the elected representatives of the citizenry.

For this proposed amendment, citizens, when given opportunity during the public comment period, may request that the City Council remove one or more items for the consent agenda, and any Council Member may consider the request and remove the requested item(s).

3. It is also unusual that the current City Council Policies and Procedure have two separate times on the agenda for public comment. These are near the beginning of the meeting and again near the end of the meeting. Most local agencies provide this required opportunity near the beginning of the meeting, but do not have a second time when this occurs. Staff recommends, in order to shorten meetings, that the second public comment period be eliminated. (Of course citizens may comment on any of the non-consent items that have been placed on the agenda, and these are the portions of the agenda where it is anticipated that most of the citizen input to their elected representatives will take place.)

In summary, the Interim City Manager recommends that the City Council consider making three amendments to your adopted Policies and Procedures that would seek to have the dual benefit of minimum advance notice to the public on potentially important policy matters and to shorten City Council meeting times while still providing ample opportunity for citizens to address their City Council.

REQUESTING DEPARTMENTS:

City Manager's Office

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Motion to amend the City Council's adopted Policies and Procedures.

ATTACHMENT:

1. Proposed amendments to the City Council Policies and Procedures.