DATE: March 1, 2016

TO: City Council

THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

FROM: Maria A. Hurtado, Assistant City Manager

SUBJECT: Review of City Council Policy Regarding Placement of Items on Future City Council Agendas

CONTACT: Maria Hurtado, Assistant City Manager
Maria.hurtado@ci.oxnard.ca.us, 385-7430

RECOMMENDATION

That City Council consider and provide direction to the City Manager regarding the proposed policy regarding placement of items on future City Council agendas.

DISCUSSION

As part of the City Council Procedures Committee’s proposed Procedures Manual, the Procedures Committee suggested modifications to the current policy regarding placing items on future City Council agendas.

Staff has researched policies used in other cities, and has recommended making modifications to the current policy. These modifications formalize the process for requesting an item to be placed on a future agenda. A draft version of the proposed policy is attached. The proposal is for a more thorough two-step policy that enables any Council Member to place a matter in front of the City Council, and then enables the entire City Council to determine whether staff time should be spent on the issue.

Staff has also recommended the attached template staff report format to be used to add items to future Council agendas. The staff report notes the date of the City Council meeting where the issue was originally brought before City Council, and provides the entire City Council an opportunity to discuss whether staff time and City resources should be devoted to the issue. This staff report template ensures that the two-step process is followed, while allowing for discussion and placement of future City Council items.
FINANCIAL IMPACT

There is no fiscal impact with the consideration of this item.

ATTACHMENTS

Attachment 1: Recommended Changes to Policy Regarding Inclusion of Item on Future Agenda

Attachment 2: Sample Staff Report Template for Consideration of an Item for Council Discussion
Recommended Changes to Policy Regarding Inclusion of Item on Future Agenda.

The intent of this policy is to provide an orderly means through which an individual Council Member can raise an issue for discussion and possible City Council direction or action. The policy described below is a two-step process. The first step is to enable any Council Member to place a matter in front of the City Council. The second step is to enable the City Council to determine whether staff time should be spent on the issue.

Part 1: Council Members wishing to have a matter discussed by the City Council may do so by one of two means:

1. During a Council meeting, under “Council Items,” any Council Member may request that a matter be placed on a future agenda for discussion.

2. In advance of a Council meeting, any Council member may contact the City Manager or his/her designee, via telephone, email, or in person and convey the desired title of the agenda item. The desire title must be conveyed before 12:00 p.m. on the Wednesday prior to the Council meeting date. This will give the City Clerk’s Office time on the following Thursday to finalize the agenda and post it within the required timeframe. Requests received after this deadline shall be placed on the agenda for the following regularly-scheduled meeting. The item will then be added under the “Council Items” section of the agenda in the order it was received for discussion only, at a future City Council meeting.

Staff will not spend time preparing any reports or analyses on the requested item. The only staff assistance provided at this initial stage would be to help the Council Member frame the issue, if needed, so that the Council and public clearly understand the request.

Part 2: Consideration of the Council Member’s Request: The attached staff report is a sample template when Council considers whether or not to spend additional staff resources on agendizing an item for future Council discussion (Attachment 1: Sample Staff Report regarding Consideration of an Item for Discussion on a Future City Council Agenda). When the item is called at the Council meeting, the Council Member who made the request will describe the item. The Council discussion will be limited to determining whether staff time and City resources should be spent researching the particular agenda item and whether to direct staff to conduct further analysis on the item. Council will not take action on the item itself.

Concurrence that staff time and City resources will be devoted to the item does not signify approval of the item. It only indicates that the Council wishes to have it studied further. Additionally, the Council may, at any time, decide to drop the matter, even after the matter has been analyzed by staff.

Upon the concurrence of a majority of the Council that the item should be researched and agendized, the City Manager will determine when to place the item on a future agenda based on time necessary to complete the research and staff workload considerations and the effect on City Council established priorities.

\ATTACHMENT \\
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THROUGH: Greg Nyhoff, City Manager
Office of the City Manager

FROM: Maria A. Hurtado, Assistant City Manager
Maria.hurtado@ci.oxnard.ca.us, 385-7430

SUBJECT: [INSERT TOPIC REQUESTED BY COUNCIL MEMBER]

CONTACT: Maria Hurtado, Assistant City Manager
Maria.hurtado@ci.oxnard.ca.us, 385-7430

RECOMMENDATION

That City Council discuss and determine whether an item related to [INSERT TOPIC REQUESTED BY COUNCIL MEMBER] should be placed on a future City Council agenda for Council discussion.

DISCUSSION

At the City Council meeting held on [INSERT DATE COUNCIL MEMBER REQUESTED ITEM BE ADDED TO A FUTURE AGENDA], Council member [INSERT COUNCIL MEMBER’S NAME] requested that City Council consider placing an item on a future Council agenda to discuss [INSERT TOPIC REQUESTED BY COUNCIL MEMBER].

The purpose of this agenda item is to provide Council an opportunity to discuss whether staff time and City resources should be devoted to researching and writing a staff report to be placed on a future agenda for Council’s discussion related to [INSERT TOPIC REQUESTED BY COUNCIL MEMBER]. If Council chooses to agendize this item, it will be placed on the [INSERT COUNCIL MEETING DATE], unless other priorities arise, in which case Council will be notified of the rescheduled date via an informational memo.

FINANCIAL IMPACT

The fiscal impact of placing this item on a future agenda includes [INSERT ESTIMATED STAFF RESOURCES OR OTHER RELATED COSTS ASSOCIATED WITH THIS AGENDA]

ATTACHMENTS