

RESOLUTION NO. 2019-43

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA ADOPTING A POLICY REGARDING RULES OF
PROCEDURE AND PLACEMENT OF ITEMS ON AGENDAS**

WHEREAS, the City Council for the City of San Juan Bautista desires to establish a policy regarding procedures and timelines for production of agenda packets and for placement of items on an agenda for a meeting of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA THAT:

SECTION 1. A new policy is added to the Citywide Policy Manual as set forth in Exhibit A, attached hereto.

SECTION 2. The new policy will take effect immediately upon this Resolution being adopted by the City Council, and the City Manager is directed to distribute a copy of this new policy to all Council Members, employees and City contractors.

PASSED, APPROVED, AND ADOPTED ON September 17, 2019, by the following vote:

AYES: **DeVries, Freeman, Edge, Flores**

NOES: **None**

ABSTAIN: **None**

ABSENT: **Jordan**




César E. Flores, Mayor

ATTEST:


Laura Cent, City Clerk

Exhibit A

 <p style="font-size: 1.2em; font-weight: bold; margin-top: 10px;">City Council Agenda Items</p>	<p>Citywide Policy Manual</p> <p>Policy # N/A</p>
	<p>Attachments:</p> <p>N/A</p>
<p>Effective Date:</p> <p>September 17, 2019</p>	<p>Responsible Department:</p> <p>City Manager/City Clerk's Office</p>
<p>Related Policies & Notes:</p> <p>N/A</p>	

Purpose

To establish a policy for how items are to be placed on a City Council meeting agenda.

Policy

How someone can place or request an item to be added to a City Council agenda:

- City Manager:
 - The City Manager shall set the agenda with input from the Mayor, Councilmembers, City staff, and/or City Attorney.

- Mayor:
 - The Mayor, along with the City Manager, can place an item on the agenda.

- Councilmember:
 - Outside a Council Meeting:
 - A Councilmember may request an item to be added to a future Council meeting agenda by submitting their verbal or written request to the City Manager or the Mayor.
 - During a Council Meeting:
 - During Council Comments at a City Council meeting, two Councilmembers can concur to request to add an item to a future agenda.

- Members of the Public:
 - Members of the public can request an item to be placed on a future agenda by writing a letter to the City Council, speaking under public comment, or attending the Council's annual goalsetting workshop meeting. If City Council chooses to add an item requested by a member of the public on a future agenda, all the same rules above would apply.

Deadlines to submit an agenda item request:

- All requests for items to be placed on the Regular Meeting agenda shall be given to the City Clerk no later than 5:00 p.m. on the thirteenth day prior to the meeting (Wednesday).

Exhibit A

Deadlines to submit agenda item materials:

- Council acknowledges and understands that City staff needs ample time to prepare, research, and provide technical and analytical information to be able to make a recommendation to Council. With this in mind, Council shall provide staff the appropriate time to prepare an item for Council consideration.
- All reports, communications, ordinances, resolutions, contract documents, staff report or other matters to be submitted to the City Council as backup information for an agenda item at a Regular Meeting will be delivered to the City Clerk no later than 5:00 p.m. on the eleventh day prior to the meeting (Friday).

Addendums to the Regular Agenda:

- Due to the fact that the City Clerk will post the agenda one week prior to the Council meeting, there may be a need to add additional items to the Regular Meeting agenda that require immediate action. Such addendums, to be posted at least 72 hours in advance of the Regular Meeting, shall be discouraged and limited to urgent matters only that require immediate action which is needed prior to the next regularly scheduled Council meeting. Such addendums will be allowed only if approved by the City Manager and the Mayor. This does not prohibit the Council from adding items to an agenda during a Council meeting if it meets the requirements of section 54954.2 of the California Government Code.

Removal of an item from the agenda:

- Removing an item that was set by the City Manager with input from the Mayor would be at the City Manager or Mayor's discretion with concurrence from the City Manager.
- Removing an item that was set by two or more Councilmembers either during a meeting or outside a meeting with input from the City Manager can only be done with concurrence of the Councilmembers who originally requested the item be placed on the agenda.

Special Meetings:

- Per Govt. Code 54956(a), A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet website, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The call

Exhibit A

and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

- All requests by either the presiding officer of the legislative body or a majority of the members of the legislative body to call a Special Meeting shall be done in writing and given to both the City Manager and the City Clerk.
- The City Manager shall oversee the preparation of the Special Meeting agenda. The backup materials shall be provided as soon as is reasonably possible, but in no event later than 24 hours prior to the meeting.