

CITY OF YUBA CITY
STAFF REPORT

Date: March 19, 2019
To: Honorable Mayor & Members of the City Council
From: Administration
Presentation By: Diana Langley, Interim City Manager

Summary

Subject: Administrative Policy – Agenda Items
Recommendation: Adopt a Resolution establishing a process to Agendize Councilmember Requests
Fiscal Impact: None

Purpose:

To ensure that Councilmember requests are agendized for discussion consistent with current practices and Council priorities.

Background:

The City does not have a formal written process for Councilmembers and the public to request items to be placed on Council meeting agendas for discussion. In order to provide clear procedures for Councilmembers, staff and the public regarding how items can be presented for Council discussion at a meeting, staff is proposing that Council adopt written procedures.

Analysis:

A question regarding a Council administrative policy to place items on the agenda was recently distributed through the California City Clerk's Association. Twenty-four responses were received, with most of the respondents having the same procedure that Yuba City follows. The general consensus was that having a written procedure is helpful and works smoothly.

Fiscal Impact:

None.

Alternatives:

1. Do not adopt the resolution, and keep current informal practice
2. Provide direction to staff regarding other options

Recommendation:

Adopt a Resolution establishing a process to Agendize Councilmember Requests.

Attachment:

- Resolution adopting a process to agendize Councilmember requests.

Prepared by:

/s/ Terrel Locke

Terrel Locke
Assistant to the City Manager

Submitted by:

/s/Diana Langley

Diana Langley
Interim City Manager

Reviewed By:

City Attorney

[SLC by email](#)

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
ADOPTING A PROCESS TO AGENDIZE COUNCIL MEMBER REQUESTS**

WHEREAS, Per the Yuba City Municipal Code §2-1.03, the City Manager shall cause to be prepared an agenda of the Council meeting which agenda shall be prepared in accordance with the order of business as provided for in §2-1.02; and

WHEREAS, Municipal Code §2-1.03 also states that no action may be taken on any item not posted on the Agenda; and

WHEREAS, to ensure that Councilmember requests are agendized for discussion consistent with current practice and Council priorities, the following process shall be utilized:

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Yuba City does hereby determine and find as follows:

1. **City Council.** Under Business from the Council section of the agenda, a Councilmember may request that an item be agendized for discussion at a future City Council meeting. At which point, the City Council can provide further direction with regard to the timing of when the requested matter shall come before Council for review and subsequent Council direction.

Councilmembers may make this request verbally during the meeting or may submit written requests to the Mayor and/or City Manager. Normally, this process involves two steps: Initial consideration of the request by the full Council at the soonest possible scheduled meeting; and, if a majority agrees, the matter will be scheduled for further consideration on an upcoming Council agenda.

2. **Members of the Public.** A member of the public may request that an item be placed on a future agenda during public comment or through other communication with Councilmembers. If approved by a majority of the Council, the item will be agendized for a future Council agenda through the process listed above.
3. As items are considered for inclusion on Council agendas, the City Manager will inform the Council of potential impacts, if any, that the request will have on established priorities or staff workload.

The foregoing Resolution was duly and regularly introduced, passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on March 19, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Patricia Buckland, City Clerk

Shon Harris, Mayor

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP