

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Maria Stipe  
Dept.: City Manager Dept.: City Manager  
Subject: INFORMATION REGARDING THE PROCEDURE FOR PLACING ITEMS FROM CITY COUNCIL MEMBERS ON THE CITY COUNCIL AGENDA Date: August 25, 2015

OBJECTIVE

The purpose of this report is to provide information to the City Council regarding the procedure for placing items from City Council Members on the City Council agenda.

BACKGROUND

At the August 11, 2015, City Council Meeting, Council Member Bui and Mayor Pro Tem Jones requested that the procedure for submitting resolutions and other topics for City Council consideration by City Council Members be listed on the August 25 agenda for discussion.

DISCUSSION

The procedure for placing items on the City Council agenda is contained in the *Manual of Procedure for City Council Meetings*, which was approved by resolution in 2007 (see Attachment 1, Section B-1). Additional guidance is also provided in the *Handbook for Newly-Elected City Council Members* (see Attachment 2, Section D-2).

Over the past six months, there has been a substantial increase in the number of requests from members of the City Council to have items listed on the City Council agenda. In most instances, the procedure outlined in Attachment 1 has been followed, with Council Members first requesting an item be listed for discussion at one meeting and then, upon receiving a majority vote of the City Council, the item is then listed for action at a later meeting.

Due to short timelines for recognition of certain events by proclamation or resolution, several of these types of items were listed on the agenda directly for action at the meeting rather than for discussion only (e.g., Stand Up to Bullying Day, 40<sup>th</sup> Anniversary of the Fall of Saigon). This led to a recent shift in practice, with resolutions, letters of support and opposition, and proclamations being listed on the agenda for action rather than for discussion only. As a matter of past practice, requests for proclamations and resolutions were generally addressed administratively, through the City Clerk's office or listed on the City Council agenda, under "Consent Items" by the City Manager.

INFORMATION REGARDING THE PROCEDURE  
FOR PLACING ITEMS FROM CITY COUNCIL  
MEMBERS ON THE CITY COUNCIL AGENDA  
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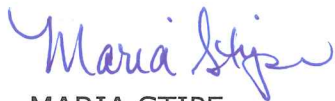
FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council:

- Provide direction to staff as appropriate.



MARIA STIPE  
Deputy City Manager

Attachment 1: *Manual of Procedure City Council Meetings*, Section B-1. Agenda,  
Preparation

Attachment 2: *Handbook for Newly-Elected City Council Members*, Section D-2.  
Agenda

Approved for Agenda listing



Scott C. Stiles  
City Manager

(e) The City Council may request City officers or employees to be present at any executive session.

A-5. ATTENDANCE

Council Members are expected to attend all meetings of the City Council. If a Council Member is absent without Council permission from all regular City Council meetings for 60 days consecutively from the last regular meeting attended, the office becomes vacant and shall be filled as any other vacancy.

A-6. QUORUM

The Council consists of five members - one of which is the Mayor. Three members of the Council shall constitute a quorum and shall be sufficient to transact regular business. If less than three Council Members appear at a regular meeting, any member, or the City Clerk if all members are absent, may adjourn the meeting to a stated day and hour. The Clerk shall cause a written notice of the adjournment to be delivered personally to each Council Member at least three hours before the adjourned meeting.

B. AGENDA

B-1. AGENDA, PREPARATION OF

An agenda shall be prepared for each regular meeting containing the specific items of business to be transacted and the order thereof.

Items of business may be placed on the agenda by the City Manager, his representative, the City Attorney or by a majority vote of the City Council. Individual City Council Members may place items for discussion on the agenda under "Matters from City Council Members".

Agenda items shall be delivered to the City Clerk. The Clerk shall thereafter prepare the agenda under the direction of the City Manager. The agenda, together with all reports pertaining thereto, shall be delivered to the Council Members no later than the Thursday preceding the regular meeting. The agenda shall be made available to the public as soon as practicable. No matters other than those listed on the agenda shall be finally acted upon by the Council.

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D. THE CITY COUNCIL AGENDA PACKETD-1. WHAT IT IS AND WHEN IT IS AVAILABLE

The City Council packet includes agendas and an assortment of materials compiled by the City Clerk's Office in preparation for the City Council meeting. The packet is left in each Council Members' office on the Thursday evening prior to the City Council meeting. There are five components in the packet. A description of each follows.

D-2. AGENDA

The Agenda contains the order of specific items of business to be transacted at the City Council meeting. Under State law, no matters other than those listed on the Agenda shall be finally acted upon by the City Council, unless an important or urgent matter is submitted by a Council Member, the City Manager, or the City Attorney.

The following items are included in the Agenda:

- Closed Session
- Roll Call
- Invocation
- Pledge of Allegiance
- Presentations
- Oral Communications - Public
- Written Communications - Public and Other Agencies
- Consent Items
- Public Hearings
- Commission/Committee Matters
- Items For Consideration
- Matters from Mayor, Council Members and City Manager
- Closed Session
- Adjournment

Additional and more detailed information about the Agenda and the City Council meeting is outlined in the MANUAL OF PROCEDURE: CITY COUNCIL MEETINGS. The City Clerk's Office will provide Council Members with a copy.

If Council Members want to place an item on any agenda under "Matters" either notify the City Manager of the item or submit the item in writing to the City Clerk's Office prior to finalization of the Agenda, which occurs on the Thursday morning preceding the meeting. Council Members also may request that the item be included on the agenda during the meetings.

