

RESOLUTION NO. 5893
December 7, 1987

Introduced by Director Loretta T. Glickman

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CITY OF PASADENA ESTABLISHING RULES FOR THE CONDUCT
OF ITS MEETINGS, PROCEEDINGS, AND BUSINESS

BE IT RESOLVED by the Board of Directors of the
City of Pasadena as follows:

SECTION 1. The Board of Directors of the City of
Pasadena does hereby establish the following rules for the
conduct of its meetings, proceedings, and business.

RULE 1. MEETINGS

A. Meetings. Regular meeting times and places
and procedures for special and adjourned meetings of the
Board of Directors shall be established by ordinance.

B. Chairman. The Chairman (also referred to as
("Mayor")) shall preside over all meetings of the Board of
Directors. In his/her absence, the Vice Chairman shall
serve as presiding officer. In the absence of both the
Chairman and the Vice Chairman the Board of Directors shall
designate a senior member of the Board of Directors to
serve as the presiding officer.

C. Policy Meetings. The Board of Directors shall, unless otherwise ordered, conduct a policy review meeting on the third Monday of each calendar month. The policy review meeting need not be conducted, and may be either cancelled or utilized as a regularly scheduled Board meeting.

RULE 2. ORDER OF BUSINESS

The business of the Board of Directors, at its meetings, shall be conducted in accordance with the following order of business:

- A. Roll Call; Pledge of Allegiance
- B. Ceremonial Matters (Presentations, Proclamations, Introductions)
- C. Consent Calendar: (Routine and ministerial business matters only)
 1. Board Subcommittee Chair Reports:
 - a. Finance Committee
 - b. Public Enterprise Committee
 - c. Legislative Committee
 2. City Manager
 3. Advisory Boards and Commissions
 4. City Attorney
 5. City Clerk
 - a. Minutes for approval
 - b. Receive and file claims filed against City
 - c. Confirmation of public hearings to be set

D. Reports and Comments From the Board:

(Board comments on unscheduled or informational matters.)

E. Recommendations From Officers and Departments

(Policy issues)

1. City Manager
2. City Attorney
3. City Clerk

F. Ordinances:

1. First Reading
2. Second Reading

G. Communications

H. Public Hearings and Other Scheduled Discussions

Standard items to include:

1. 5:30 p.m. - Recess
2. 6:00 p.m. - Comments from the Audience (non-scheduled items)
3. Time to be scheduled - Closed Session regarding Litigation, Personnel and Instructions to Negotiators

I. Adjournment

Posting Statement by City Clerk

Departures from said order of business may be authorized from time to time by consent of the Board of Directors.

RULE 3. AGENDA

A. Preparation by City Clerk. The City Clerk shall prepare, following consultations with the Mayor and City Manager, an agenda for each meeting of the Board of Directors specifying the time and place of the meeting and setting forth a brief general description of each item of business to be considered by the Board of Directors at such meeting.

B. Scheduling of Written Requests from Public. The City Clerk shall schedule all written requests from the public to address the Board of Directors for the earliest reasonable Board meeting.

C. Times Certain. Certain items shall be listed on the agenda for a time certain. Such listing shall mean that the item shall be heard as soon as reasonably possible after the specified time.

D. Placement of Items on Agenda. An item may be placed on a future agenda of the Board of Directors by any of the following methods:

1. A majority vote of the Board of Directors.
2. Common consent of the Board of Directors.
3. By any member of the Board of Directors advising the Mayor, City Manager, or City Clerk.
4. By the City Manager, City Attorney, or City Clerk.

If a Director notifies the City Clerk of his/her request to place an item on the agenda, the City Clerk shall notify the Mayor and City Manager prior to preparing the final agenda.

All agenda items shall be placed on the agenda, and all agendas shall be prepared pursuant to the requirements of Sections 54950 et seq. of the California Government Code.

E. Scheduling. The City Clerk is hereby empowered to and shall endeavor to schedule sufficient time between public hearings and other scheduled business matters such that the public is not kept unduly waiting, and the Board of Directors will have sufficient time to review necessary materials and to hear testimony and deliberate matters among themselves.

F. Posting. The resultant final agenda for each regular meeting shall be posted at least 72 hours prior to the meeting in accordance with the Ralph M. Brown Act. (California Government Code Sections 54950 et seq.) The City Clerk shall maintain a record of such posting.

G. Availability of Agenda Materials. The City shall provide agenda materials to the following organizations at no cost:

1. All official newspapers regularly and actively reporting on the business conducted at meetings of the Board of Directors.

2. League of Women Voters, Pasadena area branch
3. Pasadena Chamber of Commerce

Any interested person may request copies of agenda reports through the City Clerk and pay the established rate for reproduction as provided by the Board of Directors by resolution, or may make their own copies from agenda packets at the Central or branch libraries.

H. Advance Distribution of Documentation for Major Matters. Documentation prepared relating to major policy changes such as discussion items for the monthly policy review meetings, public hearings, and ordinances which have attracted or are prospectively believed to attract significant public attention and interest, should be distributed at least one week in advance to allow dissemination and encourage public comment.

RULE 4. HEARINGS

A. Time for Consideration. Hearings and matters noticed or ordered to be held by the Board of Directors shall be commenced at the time specified for hearing or consideration of such matter, or as soon thereafter as is reasonably possible.

B. Continuance of Hearings. Any hearing being held, or noticed or ordered to be held by the Board of Directors at any meeting of the Board of Directors may, by order, be continued or recontinued to any subsequent meeting of the Board of Directors.

C. Public Discussion at Hearings. Upon opening of a public hearing and before any motion is adopted relating to the merits of the matter to be heard, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting such matter. Any person desiring to so speak or present evidence shall be requested to complete a speaker's request card and submit it to the City Clerk and upon being recognized by the Mayor, such person may speak or present evidence relevant to the matter being heard. No person shall be permitted to speak or present evidence until he/she is recognized by the Mayor and given permission by the Mayor to speak or present evidence. Members of the Board of Directors who wish to ask questions of the person or of each other, or who wish to discuss the subject matter of the hearing during the course of the hearing, may do so, but only after being recognized by the Mayor.

All persons interested in the matter which is the subject of the hearing shall be entitled to submit written evidence which will be part of the record and shall be given reasonable opportunity to present oral evidence relevant to such subject. All evidence presented shall be retained by the City as part of the Clerk's record; however, parties displaying models and large exhibits may substitute

photographs to be part of the record. Also, interested persons shall be given reasonable opportunity to present arguments for or against any proposed action. However, no person shall be permitted, during such hearing, to speak or present evidence respecting matters not relevant to the matter which is the subject of the hearing.

The Mayor, in his/her discretion, may limit or extend time for public discussion as he/she may find reasonable under the circumstances.

It shall be the policy of the Board of Directors that legally required and advertised public hearings shall have the higher time priority over other time scheduled agenda items which have been so scheduled for convenience rather than for statutory or other legal reasons.

RULE 5. ROBERT'S RULES OF ORDER

In all matters not otherwise provided for herein the proceedings for the Board of Directors shall be governed under "Robert's Rules of Order," most current edition.

RULE 6. PETITIONS AND COMMUNICATIONS

A. Petitions and Communications Not on Agenda. If a person or group wishes to present to the Board of Directors at its meeting a written or oral petition or communication which has not been placed on the agenda pursuant to Rule 3-B, such will be permitted at the time the Board of Directors takes up "Public Comments" as shown on the agenda format as adopted hereby.

B. Addressing the Board. Each person addressing the Board of Directors shall be requested to step up to the audience microphone, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the presiding officer, shall limit his/her comments to three minutes. All remarks shall be addressed to the Board of Directors as a body. Any person making personal, impertinent or slanderous remarks, or who shall become boisteous or threatening or personally abusive while addressing the Board of Directors may be requested to leave the meeting.

RULE 7. DISORDERLY CONDUCT

The Mayor or presiding officer shall have the authority to preserve order at all meetings of the Board of Directors, to remove or cause the removal of any person from any meeting of the Board of Directors for disorderly conduct, or conduct as hereinabove stated in Rule 6-B, and to enforce the rules of the Board of Directors. The Mayor may command the assistance of any peace officer of the city who shall enforce all lawful orders of the Mayor to restore order at any meeting of the Board of Directors.

SECTION 2. This Resolution shall be effective
January 1, 1988.


Adopted by the following vote:

Ayes: Directors Cole, Glickman, Hughston, Nack, Thomson

Noes: None

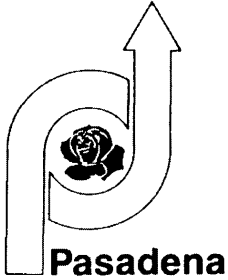
Absent: Directors Papanian, Crowley

APPROVED AS TO FORM:



Victor J. Kaleta
City Attorney

VJK:tz
LXD:26(A)/17
12-8-87



Pasadena
Chamber of Commerce

December 7, 1987

The Honorable John Crowley, Mayor
Members of the Board of Directors
City of Pasadena
100 North Garfield Avenue
Pasadena, CA 91100

Dear Mayor Crowley and Members of the Board of Directors:

It is the understanding of the Chamber that the matter of an Ordinance setting rules for the conduct of City Board meetings, proceedings, and business is to be considered today.

The Chamber has been active in suggesting portions of this proposal and we have commented at various stages over the past several months. We do have some additional comments at this time.

In general, we are in agreement with the process suggested. However, there is one change in the current version that we feel is not desirable. This is the provision in paragraph H on page 6 which calls for only one week advance documentation availability on major matters. We have repeatedly pointed out that this is one of the most difficult issues for an organization such as the Chamber to cope with since we have a process to carry out to present and established position. One week is not enough time. We do not think we are the only group affected by this and urge a return to the minimal two weeks availability.

We commend the portions addressing proper decorum and conduct for those communicating with the Board. We urge that these rules be enforced to assure that the public, both present and in the telecommunications audience, are not subjected to disruptive behavior, and the meeting is kept as tightly on schedule as possible. If necessary, provision should be made to have appropriate means on hand to enforce the rules.

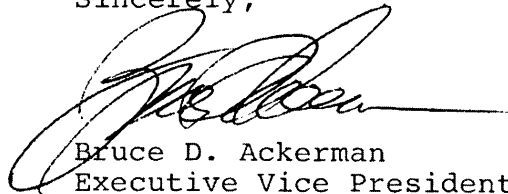


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We also recommend that the Board exercise strong self-discipline in the matter of moving items along and not become involved in long discourse unless it is very pertinent to the issue. The same advice that is given to the public that points already made not be revisited should guide Board comment.

Again, we feel this is an excellent step to the Board to take to improve its process.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce D. Ackerman", with a long horizontal flourish extending to the right.

Bruce D. Ackerman
Executive Vice President

BDA/ks



Agenda Report

TO: BOARD OF DIRECTORS
FROM: CITY CLERK
SUBJECT: RULES FOR THE CONDUCT OF BOARD MEETINGS,
PROCEEDINGS AND BUSINESS

Date: December 3, 1987

RECOMMENDATION:

It is recommended that the Board of Directors adopt a resolution establishing rules for the conduct of its meetings, proceedings and business.

BACKGROUND:

The Board of Directors, at its October 19, 1987 meeting reviewed the City Clerk's report on agenda and Board meeting management and provided direction to the City Clerk regarding policy issues contained in the report. Following this review, the City Clerk was directed to review the suggested agenda format, incorporating the Board's comments, with department managers and the Chamber of Commerce. The attached resolution is the result of these reviews. If adopted, the new procedures shall become effective January 1, 1988.

FISCAL IMPACT:

The adoption of the proposed resolution is not expected to have an impact on the City's General Fund.

Respectfully submitted

Pamela S. Swift
Pamela S. Swift, City Clerk

Reviewed:

Victor J. Kaleta
Victor J. Kaleta
City Attorney

Donald F. McIntyre
Donald F. McIntyre
City Manager

Mary J. Bradley
Mary J. Bradley
Director of Finance

VJK:tz
LXD:26(A)/17

MEETING OF December 7, 1987
AGENDA ITEM NO. IX - C - 1

CITY/TOWN	POLICY/PRACTICE
Anderson	During the "Council Reports" portion of a meeting, a Council member may request an item be considered on a future agenda. If so directed by the Council, staff will prepare a staff report for the item and place it on a future agenda for Council consideration.
Arcadia	If a Council member wants an item placed on the agenda for discussion and/or possible action, it requires the support of two Council members to be placed on the City Council agenda. This occurs at a city council meeting.
Azusa	It is common practice that Councilmembers go through the City Manager to place items on the agenda.
Berkeley	Matters may be placed on the agenda by any council member, the City Manager, the Auditor, or any board/commission/committee created by the City Council. All items, other than board and commission items shall be subject to review by an Agenda Committee, which shall be a standing committee of the City Council. The Agenda Committee shall consist of the Mayor and two council members, nominated by the Mayor and approved by the Council. A third councilmember, nominated by the Mayor and approved by the Council, will serve as an alternate on the Committee in the event that an Agenda Committee member cannot attend a meeting. The Agenda Committee shall meet 15 days prior to each City Council meeting and shall approve the agenda of that City Council meeting. The Agenda Committee packet, including a draft agenda and Councilmember and Commission reports shall be distributed by 5:00 p.m. 4 days before the Agenda Committee meeting.
Beverly Hills	Any Councilmember may request an item be placed on a future informal meeting agenda. Any Councilmember may request an item be placed on a future Formal Meeting Agenda with the consent of the Mayor.
Brentwood	Council members requests an agenda item, it gets placed under the "Requests for Future Agenda Items" portion of the agenda, a concurrence of the full Council is then needed to have staff spend any time or resources on the item.
Burbank	There is an item titled "Council Request for Future Agenda Items" where Council members can request items. Unless there is a majority of responses by the Council, it goes to a one-step, two-step process whereas the 1st step is a very brief report where the Council member has an opportunity to explain the need for the item. The entire Council then votes on whether or not to bring the item back for a 2nd step, which is a full report.
Calipatria	A Councilmember may bring up a topic during 'Council Comments' and request it be placed on the agenda. Depending on the subject matter, they can address the City Manager and the City Manager can place it on the agenda.

Camarillo	A Councilmember may request an item be placed on the agenda. An item that relates to regular City business will be scheduled by the City Manager on the appropriate agenda, and staff will provide an agenda report and relevant backup material. An item that is not related to regular City business will be brought to City Council by the City Manager for approval to schedule the matter at a future Council meeting.
Carpinteria	The practice is that two members of the Council must agree to place an item on the agenda.
Chula Vista	A Councilmember who wants to request that an item of business be added to a regular meeting agenda may do so by two methods. The preferred method shall be submitting the request to the Council for vote during open session. If a majority of the Council votes in favor of agendizing the matter, it shall be placed on a subsequent agenda, as directed by the Council. If time does not permit this process to be followed, a Councilmember may submit the request to the Council by the following process: (1) Submit a "Request to Add Agenda Item" form to the City Clerk, the City Attorney and the City Manager no later than 9:00 a.m. five days prior to the meeting at which the item is requested to be heard; (2) The person submitting the form shall indicate the title, description, meeting date at which it is to be heard, a description of the urgency associated with the item; (3) Upon receipt of the form, the City Clerk will email each Councilmember notifying them of the request; (4) Councilmembers shall respond to the City Clerk no later than 2:00 p.m. five days before the Council meeting. If a Councilmember does not respond by the 2:00 deadline, it shall be deemed a vote in opposition by that Councilmember; (5) If at least three members respond that they are agreeable to the item being agendized, the City Clerk will add it to the agenda and notify the City Attorney and City Manager that the item has been added; and (6) If time permits, staff may assist with the preparation of any requisite resolutions, staff reports, or other materials for items added. The documentation required to be delivered to the Council may not accompany these items, due to the shortened time associated with their submittal.
Eastvale	Any Councilmember, including the Presiding Officer, may bring a matter of business properly before the City Council during Councilmember comments and reports, to add an item to a future agenda. At that time, the Presiding Officer shall coordinate with the City Manager or City Attorney as to the requisite time needed for City staff to fully research the matter(s) requested and a reasonable time in which to present the matter(s) for City Council consideration at the next available agenda. All individual Councilmember agenda items requested shall be placed on the future agenda at the end of New Business.
Galt	City Council members may request that items be placed on a future agenda at any public meeting of the City Council.
Hayward	During the "Council Reports, Referrals and Future Agenda Items" section of the agenda, a Council Member may request an item be considered on a future agenda, and upon agreement of a majority of Council, staff will prepare a report if formal Council action is required. Council may make this request verbally during a meeting or may submit it in writing.

Laguna Hills	Any Council member who wishes to place a report on the agenda must submit their report in writing to the City Clerk by 5:00 pm on Tuesday, one week in advance of the scheduled meeting. At a minimum, the report must (1) set forth a subject matter that reasonably describes the issue to be presented for consideration by the City Council and (2) the report must contain a recommendation, if the Council member desires a specific action to be taken by the City Council at the meeting. Council members may provide background information as part of their report and attachments or exhibits that they believe will be helpful to their presentation and with gaining support for their recommended action. Council members <u>may</u> request limited assistance from staff with obtaining copies of existing materials and/or data related to their agenda report, provided said assistance does not require any new work or independent analysis to be performed and in the aggregate, does not require more than 1 hour of staff time.
Laguna Niguel	Their policy states that the Mayor alone, or two Council Members, may place an item on the agenda.
La Quinta	The practice is for Councilmembers to request an item be placed on a future agenda during the "Mayor and Councilmembers Items" section of the agenda.
Lathrop	Councilmember calls or emails a "referrel" to the City Clerk. At the next regularly scheduled council meeting, the referral will be listed and council as a whole will vote on proceeding or not.
Los Altos Hills	Under the "Council Initiated Items" section of the agenda, any member of the Council can add an item(s) and the Mayor, who sets the agenda, cannot remove it. The item is then discussed at the council meeting. This is a practice and not a set policy.
Martinez	If a Councilmember would like to place an item on the agenda, the Mayor has to authorize it. If he doesn't want to add it, then the Councilmember may make his/her request at a Council meeting. If the majority of the Council agrees, then it goes on the agenda.
Merced	During the "City Council Comments" portion of the City Council agenda, any Member of the City Council may request that an item be placed on a future City Council agenda for initial consideration by the City Council. No motion, second, or vote or other action shall be required of the City Council to have the item placed on a future City Council agenda so long as the item is to be on an agenda thirty or more days later. If a City Council Member desires to add an item to a future agenda in less than 30 days, this shall require a motion, second, and a simple majority vote of the City Council. The vote to expedite the item is simply to consider the item on an expedited basis and not an expression of support or non-support on the merits thereof.
Monrovia	If a Councilmember wants a business item on the agenda, they would go through the City Manager, who would then alert the City Clerk and staff of the request.

Monterey A Councilmember can request to agendize a discussion under the "Council Comments" section of the agenda. At the next meeting the Council discusses whether or not they want to have a discussion on the item. If at least 3 members vote to agendize the item, then it will be placed on an agenda for actual discussion. The meeting is only to say yea or nay to discuss the item later when it has been on the agenda and meets Brown Act. When they vote to discuss the item, they can specify a particular meeting date. If not specified, it goes on the next meeting. The Mayor and Vice Mayor may place an item on the agenda, but it is a different process. The Mayor and Vice Mayor meet with the City Manager, Assistant City Manager, City Clerk, and City Attorney one week before the meeting to finalize the agenda. At that time, the Mayor and Vice Mayor can take some things off the agenda, order the items on the agenda, and add something that they feel needs to be on the agenda.

Mountain View A Councilmember request for an item to be agendized will be done as an action item with support work of up to one hour by staff. If more than one hour is required, then the item will be agendized to ask Council if time should be spent on preparing a full report on the proposed agenda item.

Oakley Practice is that Councilmembers request a future agenda item during the Council meetings under 'Requests for Future Agendas'.

Pittsburg The City Manager sets the agenda. Councilmembers may ask the City Manager to place something on the agenda, but it is placed on the agenda at the City Manager's discretion.

Porterville If a Councilmember wants an item placed on the agenda it goes on the Consent Calendar and then the entire Council votes on whether they wish to consider it at a future meeting. The other option is to make a motion during 'Other Matters', which is voted on by the Council right then, and if approved, can be considered on 'Scheduled Matters' at a subsequent meeting.

Portola If a Councilmember wants an item on the agenda, it has to be requested through the Mayor.

Rio Vista *For items requiring preparation of a staff report:* Any Councilmember may request through the Mayor an item be placed on a regular or special meeting agenda. The Mayor will discuss with the member the time frame desired and any delays necessitated by crowded upcoming agendas. The Mayor may ask the Councilmember to obtain consensus from a majority of Councilmembers for an item to be placed on a future agenda during the report portion of a meeting. This will only be done for controversial issues. *For items of discussion not requiring a staff report or research:* A Councilmember may request placement of this item on a future agenda during their report portion of a regular meeting. The item will be agendized by agreement of a majority of the Council.

Rohnert Park	Any member of the City Council may place an item on "Matters from/for Council" before the City Council meeting by providing the City Manager with the title of the item before the agenda is published. The purpose of the City Council discussion on such item will be to determine whether it will be placed on a subsequent agenda for deliberation and action. A concurrence of two Councilmembers will be sufficient to add the item on a subsequent agenda.
San Leandro	Requests by members of the Council to consider items for placement on a future agenda will be raised during the section of the regular meeting agenda entitled <i>Council Requests to Schedule Agenda Items</i> . Any item raised as a future agenda item by a Councilmember will, <i>by consensus of the Council</i> (affirmation by at least four members), be referred to staff for placement on an upcoming Council agenda. The Presiding Officer will ask Councilmembers to indicate their interest in considering the item, then announce whether or not there is consensus to schedule the item on a future agenda.
San Ramon	If a Councilmember wants an item agendaized, it goes to the Policy Committee (2 Councilmembers) for review. If they determine it should be heard by the full Council, they move it along. If not, the only recourse a Councilmember has is to bring it up under 'Council Comments' at the end of a meeting to see if they can encourage or revive interest. It would then go back to Policy for further review or information.
Santa Monica	Any Councilmember or the City Manager may direct that any matter within the City Council's jurisdiction be placed on the agenda. Generally, the Councilmembers will email the City Clerk the item that they want to put on the agenda, in final form. The 'Councilmember Items' are listed in a separate section of the agenda.
Solvang	During a meeting, any Councilmember may request that an item be placed on a future agenda, and if there is no objection from the Council, staff will prepare a report if requested or if formal Council action is proposed. If a Councilmember requests an agenda item and action is necessary which does not allow for this process to be used, the Councilmember shall work with the City Manager and Mayor to place the item before the Council as soon as possible.
South Lake Tahoe	Under 'Councilmember Reports', a Councilmember may request that an item be placed on a future agenda. Upon the support of one (1) additional Councilmember, direction shall be given to the City Manager to calendar the item for a convenient future agenda.
South Pasadena	The City of South Pasadena's practice is for a Councilmember to make a motion and if there is a second, the item is placed on an upcoming agenda. The motion is generally made at a council meeting under 'Councilmembers' Comments'.
Stockton	The Mayor and City Manager will decide what items to place on the Council's regular meeting agenda. Any Councilmember may request the Mayor to place an item on the agenda. If the Mayor does not agree to do so, the item will nevertheless be placed on a future agenda if, during an open session, the requesting Councilmember and at least one other Councilmember makes the request.
Sunnyvale	Items may be placed on the agenda by the Mayor, a majority of a quorum of the Council, or by the City Manager.

Temple City

Individual Councilmembers may place an item on the agenda by contacting the City Manager the Monday before the agenda deadline. The City Manager will make every effort to place the item on the next succeeding agenda. However, should the City Manager determine the agenda item would require significant staff resources or be received late in the agenda process, the City Manager shall place the item on the agenda within thirty (30) days of the meeting next following, as an 'Informational and Directional' item to ascertain if the City Council concurs with the allocation of staff resources or to provide sufficient time to research the agenda item and present said research to the Council.

Tracy

Councilmembers wishing to have a matter discussed by the City Council by: (1) During a Council meeting, under 'Council Items,' a Councilmember may request that a matter be placed on a future agenda for discussion. The Councilmember will state the meeting date for which he/she wishes the item to be agendized; OR (2) In advance of a Council meeting, a Councilmember may contact the City Manager, or his/her designee, via telephone, email, or in person and convey the desired title of the agenda item and desired meeting date. The item will then be added under the 'Council Items' section of the agenda in the order it was received.

Truckee

A Councilmember can request the Town Manager place an item on the agenda, or the Councilmember can make the request under 'Council Reports' and if a quorum of fellow Councilmembers agrees - it will be placed on a future agenda.

Tulare

Any Councilmember may, at a regularly scheduled meeting under 'Items of Interest', request a matter which is not otherwise scheduled on a City Council agenda to be placed on a future agenda. The Councilmember referring the item shall provide a brief description of the subject to be printed on the agenda, sufficient to inform the City Council and public of the nature of the item. The City Council, after considering the referral, may either refer the matter to staff to schedule as a future City Council agenda item or they may, by concurrence of the majority, advise to not place on a future agenda.

Turlock

Councilmembers wishing to place items on a future agenda shall submit requests to the City Manager at least ten (10) days before the Council meeting. The item shall identify the Councilmember making the request and contain a brief description of the subject matter. Staff shall assist in framing the request. The Council will consider only whether staff time and City resources should be expended on the item.

Upland

Councilmembers may request items for the agenda with the support of another Councilmember. Requests that are made out of the meeting are submitted to the City Manager and it is his decision whether to put the item on an agenda. If it is not placed on the agenda, the City Manager may solicit the Council, during the 'City Manager Comments', if they wish to have the item placed on the agenda.

Yountville

Councilmembers may place an item on the agenda if there is a consensus or majority interest from Council to bring forward new items.