

Agenda Report

September 22, 2014

TO: Honorable Mayor and City Council

FROM: City Clerk

THROUGH: Legislative Policy Committee (May 28, 2014 and July 30, 2014)

SUBJECT: RESCIND RESOLUTION NO. 5893 AND ADOPT A RESOLUTION ESTABLISHING THE RULES GOVERNING THE PASADENA CITY COUNCIL'S MEETINGS, PROCEEDINGS, AND BUSINESS

RECOMMENDATION:

It is recommended that the City Council rescind Resolution No. 5893 and adopt a resolution establishing the rules governing the Pasadena City Council's meetings, proceedings, and business.

BACKGROUND:

On March 24, 2014, the City Council considered recommended changes to Resolution No. 5893 regarding the rules governing City Council meetings. Following discussion, the City Council directed staff to return to the Legislative Policy Committee (LPC) to further explore issues and concerns raised at the Council meeting.

ADDING ITEMS TO THE AGENDA

On May 28, 2014, staff presented information to LPC regarding the recommended changes to the 1987 meeting policy. The focus of the Committee's discussion centered on Rule 3.C. providing authority for adding items to the agenda for City Council meetings. As part of the information presented, staff distributed survey results received from 48 cities to demonstrate best or common practices among other municipalities (Attachment C). A summary of the findings are provided in the following table:

METHOD FOR ADDING ITEMS TO AGENDA	CITIES ALLOWING*
A Councilmember notifying staff (no discretion)	3
The Mayor notifying staff (no discretion)	3
A Councilmember notifying City Manager (some discretion)	8
A Councilmember notifying Mayor (some discretion)	7

Items added by two Councilmembers	8
Items added at the public meeting (City Council consensus)	22
Items added by formal action or a two-stepped process	17
Items added by approval of a City Council sub-committee	3

* Most cities have more than one option governing how items are added to the agenda

On July 30, 2014, the Committee reviewed additional information and language, and unanimously agreed to direct staff to amend Rule 3. Agenda, Section C, Placement of Items on Agenda, to be submitted to the full City Council for consideration, as follows:

- “C. Placement of Items on Agenda. An item may be placed on a future agenda of the City Council by any of the following methods:
1. By the Mayor, City Manager, City Attorney, or City Clerk.
 2. By a vote or consensus of the City Council.
 3. By any member of the City Council submitting a request for an agenda item to the Mayor or City Manager, with the timing to be determined based on the orderly placement of the item for consideration.
 4. By any member of the City Council submitting a written request for consideration of a future agenda item with the City Clerk. It shall be the Mayor’s determination of the orderly placement of the request on a regular meeting agenda but not more than 45 days from receipt by the City Clerk. Consideration of the request shall be subject to approval by a vote of the City Council.”

ADDITIONAL CHANGES

In addition to the rule change above, staff is submitting other substantive changes for consideration by the City Council, which have been incorporated as part of the proposed resolution, as follows:

- Rule 1. Meetings, adding Section D:

“D. Meeting Schedule. The City Clerk shall prepare, following consultation with the Mayor and the City Manager, an annual schedule of meetings of the City Council identifying dates for regular, special, and/or joint meetings, as well as proposed meetings to be cancelled. This schedule shall be distributed to the full City Council.”
- Rule 3. Agenda, adding the City Attorney to the agenda preparation process:

A. Preparation by City Clerk. The City Clerk shall prepare, in consultation with the Mayor, City Manager, and City Attorney, an agenda for each meeting of the City Council, 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 City Council at such meeting.”

- Rule 6. Petitions and Communications, adding Section C, to include the current practice for submission of public speaking cards:

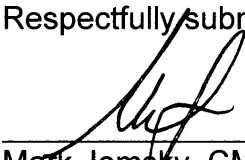
“C. Speaker Cards. The City of Pasadena encourages and welcomes public participation on matters related to the City’s business. Any person desiring to speak to the City Council during public comment on matters not on the agenda, or during the comment period for items on the agenda, is asked to submit a speaker card. Speaker cards may be submitted to the City Clerk or Sergeant at Arms at the start of the City Council meeting (no earlier than 5:30 p.m. for regular meetings), or any time after the start of the meeting, up to consideration of the item.

Public comment on matters not on the agenda will be limited to a total of 20 minutes at the beginning of the meeting, and will continue, if necessary, in the event that not all speakers are heard in the initial 20-minute period, after all other business of the meeting is concluded. Speaker cards for public comment on matters not on the agenda must be received by the Sergeant at Arms or City Clerk prior to the completion of the initial 20-minute period. Public comment speakers shall limit comments to no more than 3 minutes each. The Mayor, in his/her discretion, and/or in consultation with the City Council, may limit or extend time for public comment as he/she may find reasonable under the circumstances.”

CITY COUNCIL POLICY CONSIDERATION

Adoption of an updated meeting policy will promote transparency and public participation in the conduct of City Council meetings and business.

Respectfully submitted,



Mark Jomsky, CMC
City Clerk

Reviewed by:



Michele Beal Bagneris
City Attorney/City Prosecutor

Attachments:

- Attachment A – Redline of Proposed Resolution
- Attachment B – Resolution No. 5893 (for reference)
- Attachment C – Survey Results for Adding Items to the Agenda