



## CITY COUNCIL AGENDA POLICY

### City of Escalon

The purpose of this policy is to improve the efficiency and effectiveness of creating the City Council agenda, and to provide clarity as to how a Councilmember and member of the public may add an item to the City Council agenda.

The City Council is a policy-making body and the staff is the operational part of the organization. Preparation of the City Council agenda involves the cooperation and teamwork of many individuals and departments. With that in mind, the following defines the roles and responsibility of each as part of creating the City Council agenda.

#### **Staff: Roles & Responsibilities**

##### City Manager

The role of the City Manager in the agenda process is to ensure that agenda item materials contain thorough policy analysis to present options for council consideration, and to include a recommendation, when appropriate. To fulfill this role, the City Manager has the following responsibility:

- Facilitate staff meetings to review with Department Heads the upcoming agenda items;
- Work with the Department Heads to review items that will come before the City Council;
- Delegate City Council requested items to the appropriate Department Head;
- Review the final agenda.

##### City Clerk

The role of the City Clerk or his/her designee is to oversee, monitor, and coordinate the preparation of the printing of meeting agendas. To fulfill this role, the City Clerk or his/her designee has the following responsibility:

- Track items for future agendas and planning calendars as they proceed toward Council consideration;
- Compile and update the draft agenda for council meetings;
- Identify appropriate placement of items on the agenda, including Consent Agenda;
- Review the material submitted and edit them for clarity and format;
- Ensure timely publication of notices before and after Council meetings;
- Enforce deadlines and a written process for submitting agenda materials.

##### City Attorney

The City Attorney's office reviews agenda material with regard to legal issues and has the following responsibility:

- Prepare the initial draft of an ordinance or resolution, and finalize the resolution or ordinance in consultation with the originating department;

- Review or create proposed contracts;
- Review any staff reports related to legal items.

### Department Heads

The Department Heads typically are the subject expert for items related to their department. To fulfill this role, the Department Heads have the following responsibility:

- Submit an agenda item request to City Manager for approval.
- Prepare the staff report that includes background information, policy discussion, fiscal impact, and recommendation (if appropriate);
- Work with the City Attorney and Finance Director on aspects of legal and fiscal issues;
- Coordinate with the City Clerk to ensure sufficient time to adhere to public hearing notice requirements.

### **City Councilmember Request:**

The City Council is the governing body of the City, which establishes policy and provides direction to staff. At times, City Council members may have items they request be included on a future agenda. It's important the City Council members have the same information with which to make decisions and understand the issues related to policy. With this in mind, the following procedure is to be followed by City Council members requesting items to be placed on the agenda:

1. If a Councilmember wants to put an item on the agenda, they may submit a request in writing to the City Manager at least eight (8) days before the requested meeting using the attached form. The request will be shared with the other Councilmembers either via email or during the next regular council meeting to determine if there is support by at least one other Councilmember. Additionally, a Councilmember may verbally request an item be placed on a future agenda during a regular council meeting. If a request is presented during a council meeting no form shall be required, but additional information on the item may be requested by Staff of the Councilmember.
2. A consensus of two councilmembers are needed in order for a councilmember to have an item placed on the agenda. Once an item has been supported by at least one other Councilmember, the item will be placed on a future agenda. Councilmember may submit additional information as appropriate or requested by staff. Any electronic materials (Power Point or similar programs) must be submitted at least 6 days prior to the City Council meeting to allow staff to review and integrate these materials with the staff report. A Councilmember's written request becomes an attachment to the staff report.
3. Due to staffing, timing, or other exigent circumstances it may be necessary for the City Manager to move an item to a future Council Meeting. In such circumstances the City Manager will notify the requesting Councilmember that the item will be moved to a future meeting agenda. There may be some situations where the timing is tight and the City Manager will need to streamline the process.

**Request from the Public:**

1. If a member of the public wishes to request an item be placed on the agenda they must do so in writing using the attached form. Their request is to be submitted to the City Manager. The request will be shared by the City Manager during a regular City Council meeting to determine if there is support by the majority of the City Council.
2. Once an item has been supported by the majority of the City Council the item will be placed on a future regular City Council meeting. Public member may submit additional information as appropriate, or as requested by staff. Any supporting documents and electronic materials (Power Point or similar programs) must be submitted at least 6 days prior to the City Council meeting to allow staff to review and integrate these materials with the staff report. The Public member's written request becomes an attachment to the staff report.
3. Due to staffing, timing, or other exigent circumstances it may be necessary for the City Manager to move an item to a future Council Meeting. In such circumstances the City Manager will use his or her best efforts to notify the requesting member of the public that the item will be moved to a future meeting agenda.



# ESCALON CITY COUNCIL

## AGENDA ITEM & REQUEST FORM

- Please see policy for submittal requirements.

Request From:	Request Date:
Requested Meeting Date:	
Deadlines Associated with this Agenda Item:	
Description of Agenda Item (need detailed information):	
Recommended Motion (i.e. action you want Council to take, or are you just presenting information, etc.):	
Notes/Questions:	
Please Submit to:  City Clerk 2060 McHenry Ave Escalon, CA 95320 <a href="mailto:cityclerk@cityofescalon.org">cityclerk@cityofescalon.org</a>	