



# City of San Leandro

Meeting Date: February 19, 2013

## Staff Report

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**File Number:** 13-073

**Agenda Section:** ACTION ITEMS

**Agenda Number:** 10.E.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Chris Zapata  
City Manager

**FINANCE REVIEW:** Not Applicable

**TITLE:** Staff Report for Resolution Amending Section IV of the City of San Leandro Councilmembers Handbook, Related to Requests by Members of the Council to Schedule Agenda Items

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### SUMMARY AND RECOMMENDATIONS

To refine the process used by Councilmembers to request items for consideration on the City Council agenda, staff recommends Council adopt a resolution, amending Section IV of the Councilmembers Handbook, to add a new section to the City Council agenda, entitled "Council Requests to Schedule Agenda Items".

### BACKGROUND

Section IV of the City of San Leandro Councilmembers Handbook contains the following paragraph:

"REQUESTS BY MEMBERS OF THE COUNCIL TO SCHEDULE AGENDA ITEMS

Any item raised as a future agenda item at one of its regular meetings by a Council Member will, **by consensus of the Council**, be referred to staff for placement on an upcoming Council agenda (Work Session or regular Council Meeting) or Council Committee agenda. The Presiding Officer will ask Council members to indicate their interest in considering the item, then announce whether or not there is consensus to schedule the item on a future agenda."

Staff would like to assist the City Council in the scheduling and managing of their public meetings. A proposed new section of the agenda, entitled "Council Requests to Schedule Agenda Items", is intended to create smoother work flow, and to allow the Council a specific time to propose agenda items in a more formal manner.

### Analysis

Many cities have a process in place to allow Councilmembers to request items for placement on the Council agenda.

As with our current process, some cities allow the member to make the request verbally during a specified portion of the agenda. The Council, by consensus of a majority of the members, approves the item for placement on a future agenda. As the requested item is not agendized, a formal vote cannot be taken and consensus is requested instead.

Other cities require that a request be made in writing, and submitted in sufficient time to be placed on the Council agenda. During the specified portion of the agenda, the item is considered and a vote is taken. If the item receives an affirmative vote by a majority of the Council, it is scheduled for a future agenda.

**Current Agency Policies**

- Section IV, City of San Leandro Councilmembers Handbook.

**Fiscal Impacts**

None.

**ATTACHMENTS**

None.

**PREPARED BY:** Marian Handa, City Clerk, City Manager's Office



# City of San Leandro

Meeting Date: February 19, 2013

## Resolution - Council

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**File Number:** 13-064

**Agenda Section:** ACTION ITEMS

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Chris Zapata  
City Manager

**FINANCE REVIEW:** Not Applicable

**TITLE:** ADOPT: Resolution Amending Section IV of the Councilmembers Handbook Regarding "Requests by Members of the Council to Schedule Agenda Items" (clarifies the process by which members request the scheduling of items on a future City Council agenda)

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WHEREAS, Section IV of the City of San Leandro Councilmembers Handbook ("the Handbook") contains a subsection entitled, "Requests by Members of the Council to Schedule Agenda Items"; and

WHEREAS, the City Council desires to amend this section of the Handbook to refine the process by which members request that items be scheduled on the City Council agenda.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That Section IV of the City of San Leandro Councilmembers Handbook be amended as follows:

**REQUESTS BY MEMBERS OF THE COUNCIL TO SCHEDULE AGENDA ITEMS**

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 **Council Requests to Schedule Agenda Items**. Any item raised as a future agenda item by a Councilmember will, **by consensus of the Council** (affirmation by at least four members), be referred to staff for placement on an upcoming Council agenda. The Presiding Officer will ask Council members to indicate their interest in considering the item, then announce whether or not there is consensus to schedule the item on a future agenda.