DATE: October 11, 2016

TO: Mayor and Members of the City Council

FROM: Councilmember Baber and Councilmember Alessio

SUBJECT: Consideration of a Council policy that requires two Councilmember signatures to docket a Council initiated item

This proposed Council initiated item would require an amendment to Council Resolution 2002-059 as follows:

1. Council Initiated Items:

All Council initiated requests shall be made [in writing] directly to the City Manager. If the City Manager and the [two] Councilmember[s] making such a request agree that the issue is appropriate and relevant to the official business of the City, the Manager shall notify the City Clerk to place such item on the agenda for the next scheduled meeting. For agenda distribution purposes, the requesting Councilmember[s] must provide to the City Clerk [(usually by Wednesday at noon before a Tuesday meeting)], all appropriate background material necessary and relevant for informed Council consideration. If such material is not forwarded to the City Clerk in time for agenda distribution, the item shall be included on the [next] agenda.

Background:
This change requires Council initiated items to be made in writing, signed by two Councilmembers, and clarifies the deadline for backup information must be provided to the Clerk by noon on Wednesday before a regularly scheduled Tuesday Council meeting. This will increase Council efficiency.