

REPORT TO THE CITY COUNCIL



DATE: January 15, 2019

TITLE: Resolution Adopting a Policy for City Council Members, Including the Mayor, Placing Items on the Agenda

Submitted by: Charles L. Maynard, City Manager

RECOMMENDATION

Adopt a Resolution of the City Council of the City of Desert Hot Springs adopting a policy for City Council Members, including the Mayor , placing items on the agenda.

BACKGROUND:

The City Council has adopted a document titled “City of Desert Hot Springs City Council and Commissions Meeting Guidelines and Procedures” (“Meeting Guidelines and Procedures”). The Meeting Guidelines and Procedures provides a skeletal outline of how items get placed on the agenda. This Policy for City Councilmembers, Including the Mayor, Placing Items on the Agenda (“Subject Policy”) is intended to set forth the procedures for placing items on the agenda and to provide clarity in this regard, notwithstanding the Meeting Guidelines and Procedures. The Subject Policy will provide clear direction to staff as to when action items come before the City Council, as requested by the mayor or councilmembers.

POLICY

The Subject Policy provides clear guidance on councilmembers (including the mayor) to place items on the agenda. Specifically, solely with respect to placing future items on the agenda by councilmembers or the mayor, the City Manager is authorized and directed to do so as follows:

- 1) by direction of the mayor;
- 2) by direction of two city councilmembers

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 items shall be placed on the agenda for **discussion purposes only**, and not as action items. This will provide an opportunity for Council to consider whether to direct staff to place an item on a future agenda for action. It will also provide a mechanism by which council can direct staff to spend valuable time and resources on a specific item for Council consideration.

This policy does not affect urgency items, which are those limited situations where an item requires immediate action, and the need to take immediate action came to the attention of the councilmember subsequent to the distribution of the agenda.

EXHIBIT:

- 1) Resolution