

## Placing an item for the City Council Agenda

3.3.5

### PURPOSE

The policy aims to establish standards and provide general guidelines for staff in preparing and submitting City Council agenda items for City Council meetings. The information provided is intended to aid in the timely and accurate preparation of staff reports to be included in the City Council's Agenda packets.

### POLICY

The City of Redlands is committed to preparing staff reports that provide the City Council with the facts and information necessary to make informed decisions. The City of Redlands is also committed to providing citizens with a clear and concise record of City Council actions.

### RESPONSIBILITIES

#### City Manager's Office

- Reviews staff reports and background materials for clarity and formatting, including the appropriateness of motion(s).
- Ensures referenced exhibits and attachments are included as backup to the staff report.
- Verifies if appropriate staff has reviewed a staff report; and if not, then routes to appropriate staff.
- Compiles all staff reports and prepares agenda packet for distribution.

#### City Attorney

- Reviews staff reports with regard to legal issues and works with the initiating department to identify and address any legal issues surrounding the agenda item including:
  - Preparation and review of contracts and agreements
  - Preparation of ordinances and resolutions

#### Department Director

- Ensures timely submittal of staff reports into the City's agenda management software (AgendaQuick) in accordance with the deadlines established by the City Manager's Office.
- Ensures staff reports are written in a manner that provide a detailed summary of the item with necessary background, procedure or work leading up to the action, and the desired or anticipated results of the action.

### GUIDELINES

City Council Meeting: The City Council of the City of Redlands holds regular meetings on the first and third Tuesdays of each month, with the exception of August when the Council may choose to go dark and cancel the August meetings. Regular meetings convene at 5:00 p.m. for closed session and 6:00 p.m. for open session in the Council Chamber at the City Hall, 35 Cajon Street, Redlands. Special meetings are convened at other times as announced.

## Placing an item for the City Council Agenda

### 3.3.5

Director Approval: Prior to placing an item on the City Council’s agenda, staff should seek confirmation from his/her Department Director to confirm that the item is appropriate for City Council action. If approved, staff will enter the agenda item into the AgendaQuick software. Items entered into the system will be discussed at the bi-monthly Executive Staff meetings held on the Wednesdays following a City Council meeting.

- **NOTE:** If you are not currently set up as a user in AgendaQuick, please contact the City Manager’s Office to request a user login.

Deadline Chart: Staff should take special notice to the deadline chart when scheduling agenda items. The deadline chart can be found within the AgendaQuick software under the Resources Links located on the left-hand menu. Agenda items for a specific City Council Meeting cannot be entered into AgendaQuick once the deadline has passed. Special dispensation may be granted by the City Manager to accommodate a late submittal; however, this request must be made by the Department Director. Determination will be made on a case-by-case basis given the circumstances contributing to the “after the deadline” submittal.

Agenda Categories: Prior to entering an agenda item into AgendaQuick, staff should determine which agenda category the item should be placed.

- **Presentations:** All recognition or presentations by the City Council and/or staff should be agendized under Presentations.
- **Consent Calendar:** The consent calendar consists of routine items for City Council approval and consideration. Items on the consent calendar will be acted upon simultaneously unless separate discussion and/or action is requested by a Council Member or a member of the audience. Consent calendar items will meet the following guidelines:
  - Non-controversial or routine items not requiring a public hearing
  - The matter does not present a potential conflict of interest for any Council Member
  - Purchase orders or contracts having a value not exceeding Fifty Thousand dollars (\$50,000)
- **Communications:** The communications section of the agenda consists of items brought forward for City Council discussion by a Council Member. The City’s annual budget discussion, significant project presentations and staff progress reports or presentations may also be agendized under this section.
- **New Business:** The new business section of the agenda consists of new items being introduced for City Council consideration. Items that do not meet the guidelines for placement on the consent calendar will be agendized here. All items will be introduced by staff at the City Council meeting. Presentations should be brief, clear and concise.
- **Public Hearing:** This section of the agenda will include all public hearings. Public hearings must be properly noticed. The City Clerk’s office will assist in noticing all public hearings.

## Placing an item for the City Council Agenda

**3.3.5**

- **Closed Session:** All closed session items must be approved by the City Manager and deemed appropriate by the City Attorney. Typical closed session items include:
  - Conference with Real Property Negotiator
  - Conference with Legal Counsel – Existing, Anticipated or Threat of Litigation
  - Conference with Labor Negotiator
  
- **NOTE:** Only the title of the Closed Session item will be entered into AgendaQuick. To maintain confidentiality, closed session memos should be emailed directly to the City Attorney for review.

Late Breaking Item: An item that came to the attention of City staff after the posting of the agenda, and the need to take action on the item in staff's opinion is immediate. Late Breaking items must be qualified by the City Attorney and approved by the City Manager. If approved, a memo to the City Council to add the item must be prepared. Upon a 4/5ths vote of the City Council, the item will be added to the agenda for City Council discussion and action.

Entering Reports into AgendaQuick: Detailed instructions on how to enter an agenda item are provided in the User Guide, which can be found within the AgendaQuick software under the Resources Links located on the left-hand menu or on the City's shared drive at <J:\AgendaQuick\Redlands Agenda Quick User Guide>. Staff should follow these instructions carefully as it is important to select the appropriate agenda item template. Failure to do so will result in having to re-enter the item.

Once an agenda item is entered into AgendaQuick, the creator should submit the item into routing for appropriate review and approval. Once final approval is received from the City Manager, the agenda item will be finalized and placed on the City Council's agenda for consideration.