



## STAFF REPORT

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**MEETING DATE:** February 8, 2023

**PRESENTER:** Marci Reyes, City Clerk

**SUBJECT:** Council Agenda and City Council Requests for Future Agenda Items (MR)

**RECOMMENDATION:** Council clarify requests for future items be made by majority vote.

**EXECUTIVE SUMMARY:** Kerman City Council meeting agendas include an opportunity to suggest or request information or reports on various topics to be brought to the City Council at a future meeting.

It is proposed Council use a best practice, which requires Council majority agree to direct staff to pursue the item suggested by a member of the Council.

**DISCUSSION:** Lacking adoption of a City Council “norms” document or Council Rules of Procedure, staff seeks clarity in this area to ensure that Mayor and Councilmember concerns are addressed and staff efforts are targeted to priority activities and work the City Council majority directs.

To this end and to avoid any misunderstanding or misapplication of resources, staff is proposing clarifying the current agenda language below:

**MAYOR/COUNCIL REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:**

This portion of the meeting is reserved for the Mayor and Councilmembers (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request updates, (iii) to initiate future agenda items by a majority vote of Council , and (iv) to take action on matters initiated under this section of the agenda. (Under this section the Council may take action only on items specifically agenzed and which meet other requirements for action.)

Approval and use of these parameters will ensure that proper attention is given to the City Council’s items of common concern and interest, and that City staff is effectively able to assign, schedule and complete work items requested by the Council. We must note that under the Brown Act, Council discussion must be very limited when initiating future agenda items.

Finally, as has been recommended by the City Attorney and the City Manager in past, the City Attorney will prepare a draft City Council policy for consideration, which will include Council “norms”, processes, and policies to guide and ensure effective, equitable, fair and professional meetings of the Council including addressing Future Agenda Items.

**FISCAL IMPACT:**

None