

Councilmember Item

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City Clerk's Office
City of Laguna Beach, CA

City Council Agenda Setting Process

Purpose

There is currently a process outlined in Resolution No. 68.88 for Councilmembers to place items on the agenda. This process has been followed for the last several months and has proven to be an inefficient approach. This proposal is designed to implement a more efficient approach for placing Councilmember proposals and proposals from City Boards, Commissions and Committees on agendas. The steps set out below would replace the process outlined in Resolution No. 68.88.

Definitions

1. Initiative: A new policy, ordinance, program or project that is not budgeted, or is not included in the City Council priorities established during the Strategic Planning Session.

Placing Councilmember Items on the City Council Agenda

1. In accordance with the City Council/City Manager form of government, a Councilmember shall contact and work with the City Manager to place a new initiative on a future City Council meeting agenda. Upon receiving a request, the City Manager will discuss with the Councilmember which of the approaches set forth in (2) below is more suitable for the proposed initiative.
2. The City Manager will place the initiative on the City Council agenda within 60-90 days of receiving the request using one of the following approaches:
 - If the City Manager determines that staff resources are available to provide analysis prior to the initiative being placed on the City Council agenda, then the City Manager shall assign the appropriate staff member to prepare an agenda report for City Council action.
 - For an initiative where staff resources are not available to provide analysis, the initiative will be presented to the City Council without staff analysis. In this case, the City Council will determine if there is a majority that supports committing staff resources to prepare an analysis and to return to the City Council with a future agenda item on the initiative.

Placing Board, Commission and Committee Items on the City Council Agenda

1. If a City Board, Commission or Committee desires to place an item on the agenda, the City Council Liaison, Chair of the body and Staff Liaison to the body should contact and work with the City Manager to place an initiative on a future City Council meeting agenda. Upon receiving a request, the City Manager will discuss with the City Council Liaison, Chair and Staff Liaison which of the approaches set forth in (2) below is more suitable for the proposed initiative.
2. The City Manager will place the initiative on the City Council agenda within 60-90 days of receiving the request contingent on the following:
 - For bodies other than the Planning Commission, Design Review Board, Arts Commission, Parking, Traffic and Circulation Committee and the View Restoration Committee, the initiative must be on the City Council approved workplan for the body.
 - If the City Manager determines that staff resources are available to provide analysis prior to the initiative being placed on the City Council agenda, then the City Manager shall assign the appropriate staff member to prepare an agenda report for City Council action.
 - For an initiative where staff resources are not available to provide analysis, the initiative will be presented to the City Council without staff analysis. In this case, the City Council will determine if there is a majority that supports committing staff resources to prepare an analysis and to return to the City Council with a future agenda item on the initiative.