



## MAYOR AND COUNCIL COMMUNICATION

DATE: 3/2/2016  
**REGULAR**  
ITEM #: 12  
**MOTION**

**AGENDA ITEM:** Policy for Agenda Items

**SUBMITTED BY:** Councilmember Fliflet

**THROUGH:** City Clerk

**REVIEWED BY:** Councilmember Fliflet

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation..... Mayor Pearson
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMENDER:** Councilmember Fliflet

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The current policy allows for any member of the City Council to add an item to the agenda. This policy was discussed and tabled at the January 13, 2015 council meeting, and then later adopted at the January 20, 2015 council meeting. This was a change from the previous policy under which an agenda item could be added by the Mayor, or by two other council members.

The policy change was brought forward by CM Fliflet for several reasons. One main reason for recommending the policy change was to make the process easier and more streamlined for staff because under the previous system they would need to solicit a second council member to approve of each agenda item which was a bit of a hassle for them. She also cited that it should be an elected official's right to bring forward any item

to the table and request discussion on the matter, and would then be the council's decision as a whole whether or not to discuss the item.

Currently we see items brought forward on agendas after the council has discussed and voted to remove those items, so a new policy seems to be needed. Repeatedly bringing forward items that have been previously discussed by the council and removed by majority vote wastes taxpayer dollars. It wastes staff time involved in putting packets together, it wastes the cost of paper and making copies, and it wastes time at council meetings for all staff and consultants who are in attendance (City Administrator, City Clerk, Finance Director, City Attorney, City Engineer, City Planning Director, ...) -- all related to items that the council has taken action on previously and removed from an agenda.

**RECOMMENDATION:** Action is requested to adopt the following policy surrounding agenda items:

*“Motion to set a policy that any city council member can add an item to a council agenda. However, if an item is brought forward to the council on an agenda and it is removed by a majority vote of the council because the council does not agree with discussing the agenda item, then the council member that put the item on the agenda cannot bring the item back to be placed on a subsequent agenda.”*