

City of Los Alamitos

Administrative Regulation

Regulation:	2.2	
Title:	City Council Agenda Policy	
Authority:	City Charter	
Date	December 6, 2004	Bret M. Plumlee, City Manager
Revised:	April 15, 2019 – City Council Resolution 2019-10	

- 1. Purpose:** The purpose of this regulation is to provide a uniform procedure for the preparation of the City Council agenda.
- 2. Application:** This regulation applies to all departments of the City and the City Clerk.
- 3. Regulation:** The City Council adopted Resolution 2019-10 outlining the City Council Agenda Policy (Attachment 1).

RESOLUTION NO. 2019-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ESTABLISHING A CITY COUNCIL AGENDA POLICY

WHEREAS, Title 2, Administration and Personal, of the Los Alamitos Municipal Code (LAMC) governs the preparation of City Council meeting agendas; and

WHEREAS, Consistent with the LAMC, the City Council desires to enact policies and procedures relating to the preparation of City Council meeting agendas; and,

WHEREAS, City Council approval of the agenda policies and procedures will create a clear process for assembling agenda materials and clarify the process by which Council Members may agendize items for discussion and action by the City Council..

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council adopts the City of Los Alamitos City Council Agenda Policy, Exhibit A.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 15th day of April, 2019.


Warren Kusumoto, Mayor

ATTEST:


Windmera Quintanar, MMC, City Clerk

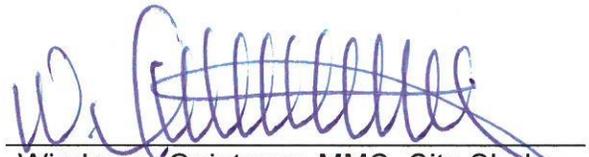
APPROVED AS TO FORM:


Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a Regular meeting of the City Council held on the 15th day of April, 2019, by the following vote, to wit:

AYES:	COUNCILMEMBERS:	Hasselbrink, Murphy, Chirco, Grose, Kusumoto
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None



Windmera Quintanar, MMC, City Clerk

City of
Los Alamitos

City Council

Agenda Policy

Administered by the City Clerk's Office
Approved by the City Council on April 15, 2019
Resolution 2019-10 – Exhibit A

CITY OF LOS ALAMITOS

CITY COUNCIL AGENDA POLICY

The purpose of an agenda is to provide the framework in which a meeting of a legislative body should be held. Government Code Sections 54950 – 54963, recognized as the Ralph M. Brown Act, outlines the requirements for an agenda and holding a public meeting. The most important elements of the Brown Act state all actions of a legislative body must be taken and deliberated on openly and that the people have a right to access information concerning the conduct of the people's business.

This policy seeks to comply with the Ralph M. Brown act by creating a clear process that allows sufficient time to review and assemble the agenda packets in a timely manner and to ensure the public is aware of what items the legislative body is discussing.

1. AGENDA ORDER

The Order of Business of each meeting shall be listed on the Agenda prepared by the City Clerk. The Agenda shall be a listing by topic of subjects which shall be taken up for consideration and disposition in the below order. By majority vote of the Council items may be taken out of order.

- Call to Order
- Roll Call
- Pledge of Allegiance
- Invocation
- Presentations
- Oral Communications
- Council Announcements
- Items from the City Manager
- Warrants
- Consent Calendar
- Public Hearings
- Discussion Items
- Adjournment

Regularly scheduled Council meetings are held on the third Monday of the month at 6:00 p.m. If Closed Session is needed it will begin at 5:00 p.m. (Los Alamitos Municipal Code Section (LAMC) 2.04) based on Council and Legal Staff availability. If Council is unavailable at 5:00 p.m., Closed Session will be the last item listed on the Agenda.

The Agenda shall be delivered to Council Members each Thursday preceding the Monday meeting to which it pertains. It shall be posted at the City Hall, the Community Center, 11062 Los Alamitos Blvd., online, and made available to the public 72 hours before the regularly scheduled meeting.

2. AGENDA DEADLINE

The City Clerk shall prepare the agenda under the direction of the City Manager (LAMC § 2.04.040). Any Staff Member wishing to provide a staff report or additional material for an item on the Agenda shall submit same to the City Clerk's Office no later than 5:00 p.m. on Wednesday two weeks preceding the meeting at which the item is to be considered.

3. ADDING AGENDA ITEMS

The City Manager will direct Staff to place items on the Agenda as appropriate to ensure the City's businesses is handled in a timely and efficient manner.

A single Council Member may place an item on the Agenda for consideration by Council. The requesting Council Member will provide a topic, rationale for the item, and any available supporting information or back-up material prior to the Agenda Deadline referenced in Section 2. The City Clerk and City Manager will work with the requesting Council Member to complete as thorough of an informational staff report as possible. The staff report will not request action, but seek Council's direction. Council majority at a meeting will be required to direct Staff to place the item on a future Agenda for consideration to expend resources and time and to appropriate any funds required to investigate the request.

An individual Council Member may also request an item be placed on a future Agenda during Council Announcements. At the next regularly scheduled meeting, an informational staff report will be presented for Council's direction as required by the above paragraph.

4. ORDINANCES, RESOLUTIONS AND CONTRACTS (LAMC §§ 2.20.020 & 2.040.270)

All ordinances shall be approved by the City Attorney. No ordinances, resolutions, or amendments thereto shall be prepared for presentation to the Council unless ordered by a majority vote of the Council, or requested by the Mayor, or City Manager, or prepared by the City Attorney on his or her own initiative.

All ordinances, resolutions and contract documents shall be approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager or authorized representative.

5. CLOSED SESSION ITEMS BY COUNCIL MEMBERS

Closed Session items are brought to the Council's attention through the City Manager's office with the concurrence of the City Attorney. Should a Council Member desire to bring an item forward at a Closed Session they shall first initiate the request with the City Manager who will in turn consult with the City Attorney and then notify the remaining Council Members.

6. PRESENTATIONS

Outside organizations wishing to make a presentation at a Council meeting shall schedule it with the City Clerk's Office at least 3 weeks prior to the requested meeting. Individuals making presentation listed on the Agenda will be allowed the use of the City's equipment for a PowerPoint presentation. Members of the public speaking during Oral Communications will not have access to City equipment, but may provide handouts if desired.

Requests from the Council for presentations must be made through the City Clerk's Office at least 3 weeks prior to the requested meeting. The City Clerk will notify the City Manager and Council of the request. All Presentation Requests will be approved so long as they are relevant to the community and provide an overall benefit and/or positive good will to the community.

If a presentation includes an award, the City Clerk's Office will determine which type of award is most applicable based on the information available and past practices. The different award types include Certificates, Proclamations, and Commendations. City folders will be used for presentation of all awards, with the exception of special annual events when it would be appropriate to frame the award.

Council Members may only make a PowerPoint Presentation for agendized items as outlined in Section 3.

7. REMOVING ITEMS FROM AN AGENDA

Prior to Statutory Posting Deadline

A Council Member that has placed an item on the Agenda per Section 3 of this policy, may have the item removed from the Agenda by notifying the City Manager prior to the statutory deadline.

After the Statutory Posting Deadline

Items will not be removed from an Agenda after the statutory posting deadline for noticing has passed. A Council Member that has placed an item on the Agenda per Section 3 of this policy may notify the City Manager of that Council Member's request to remove the item. The City Manager will notify the presiding officer of the request. The presiding officer may remove an Agenda item from a posted Agenda at the noticed meeting upon the concurrence of a majority of the City Council present at the meeting.