



City of Santa Clara

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Agenda Report

20-904

Agenda Date: 10/27/2020

REPORT TO COUNCIL

SUBJECT

Action on Amending Council Policy 030 - Adding an Item on the Agenda and Approving Council Item Request Form

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

At the Governance and Ethics Committee (Committee) meeting held on September 14, 2020, the Committee discussed updating Council Policy 030 entitled "Adding an Item on the Agenda" (Attachment 1) and directed staff to bring back an updated version of the Policy to a future City Council meeting, with language that clearly states that discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item. The Committee also directed staff to develop a simple, straight-forward form for the City Council's use when requesting an item for inclusion on a City Council meeting agenda.

DISCUSSION

As directed by the Governance and Ethics Committee, staff is bringing forward an updated version of Council Policy 030 with the discussed amendments incorporated and a corresponding form for Council consideration. The redline and clean versions of the amended policy are included in this report as Attachments 2 and 3.

The amended version of Council Policy 030 expands on the current policy language by clearly stating that, when a written request is first considered, discussion should be limited to whether an item should be added to an agenda and a date, not the merit of the item. The amended policy also adds a procedure for the Council Item Request Form (Attachment 4), which will be used by the Council when requesting an item for inclusion on a City Council agenda.

As the current version of Council Policy 030 was adopted by Resolution 20-8809 (Attachment 5), staff recommends that the Council adopt a resolution (Attachment 6) to repeal Resolution No. 20-8809 in its entirety, amend Council Policy 030, and approve the Council Item Request Form.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact to the City other than administrative staff time.

PUBLIC CONTACT

Public contact was made by posting the City Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov).

RECOMMENDATION

Adopt a resolution to repeal Resolution No. 20-8809, amend Council Policy 030 - Adding an Item on the Agenda, and approve the Council Item Request Form.

Reviewed by: Nadine Nader, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Council Policy 030 - Adding an Item on the Agenda
2. Revised Council Policy 030 - Adding an Item on the Agenda (Redline)
3. Revised Council Policy 030 - Adding an Item on the Agenda (Clean)
4. Council Item Request Form
5. Resolution No 20-8890
6. Resolution to Amend Council Policy 030 and Approve Council Item Request Form