

**Attachment V 2019 Survey of Other CA Cities Referral Processes  
April 20, 2021**

CITY NAME	AGENDA LINK	REFERRAL PROCESS	SECTION ON THE AGENDA	ACTION
Diamond Bar	<a href="http://diamondbarca.igm2.com/Citizens/FileOpen.aspx?Type=14&amp;ID=1440&amp;Inline=True">http://diamondbarca.igm2.com/Citizens/FileOpen.aspx?Type=14&amp;ID=1440&amp;Inline=True</a>	Council members contact the City Manager's office directly with any requests. City Manager coordinates with staff and provides the information to the Council member and the entire Council.	<b>Council Sub-Committee Reports and Meeting Attendance Reports/Council Member Comments</b>	
Alameda	<a href="http://legistar1.granicus.com/alameda/meetings/2019/3/4756_A_City_Council_19-03-19_Meeting_Agenda.pdf">http://legistar1.granicus.com/alameda/meetings/2019/3/4756_A_City_Council_19-03-19_Meeting_Agenda.pdf</a>	Written request submitted to City Clerk two weeks prior to the Council meeting requested.	<b>Council Referrals - Matters placed on the agenda by a Council Member may be acted upon or scheduled as a future agenda item.</b>	Take no action, refer the matter to staff, or take action if sufficient information is provided and there is no public hearing required.
Livermore	<a href="http://www.cityoflivermore.net/civicax/filebank/documents/6014">http://www.cityoflivermore.net/civicax/filebank/documents/6014</a>	Verbal request during the meeting - <i>Majority support is needed.</i>	<b>Council Committee Reports and Matters Initiated by City Manager, City Attorney, Staff, and Council Members.</b>	
Emeryville	<a href="http://emeryville.legistar1.com/emeryville/meetings/2019/3/1639_A_City_Council_19-03-19_Agenda.pdf">http://emeryville.legistar1.com/emeryville/meetings/2019/3/1639_A_City_Council_19-03-19_Agenda.pdf</a>	Verbal request during the meeting - <i>Majority support is needed.</i>	<b>Future Agenda Item Requests from Council Members.</b>	
Dublin	<a href="http://www.ci.dublin.ca.us/ArchiveCenter/ViewFile/Item/939">http://www.ci.dublin.ca.us/ArchiveCenter/ViewFile/Item/939</a>	Verbal request during the meeting - <i>Majority support is needed.</i>	<b>Other Business</b> - Brief information only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expense (AB 1234).	
San Leandro	<a href="https://sanleandro.legistar.com/View.ashx?M=A&amp;ID=679927&amp;GUID=2357A8A9-7BE5-462D-B060-58C1996C3D1F">https://sanleandro.legistar.com/View.ashx?M=A&amp;ID=679927&amp;GUID=2357A8A9-7BE5-462D-B060-58C1996C3D1F</a>	Verbal request during the meeting - <i>Majority support is needed.</i>	<b>Council Requests to Schedule Agenda Items</b> - This section is to be used to propose items for consideration for future scheduling, and not for substantive discussion.	
Newark	<a href="http://www.newark.org/home/showdocument?id=4819">http://www.newark.org/home/showdocument?id=4819</a>	Informal request to City Manager or during a Council meeting.	<b>Oral Communications</b>	
Albany	<a href="http://albanyca.granicus.com/GeneratedAgendaViewer.php?view_id=2&amp;clip_id=1961">http://albanyca.granicus.com/GeneratedAgendaViewer.php?view_id=2&amp;clip_id=1961</a>	Written request. Materials are submitted to the Mayor and City Manager by the Friday before the Wednesday posting of the agenda.	<b>Other Business, Announcement of Events/Future Agenda Items</b> - Council and staff announcements: Council Member announcement of requests for future agenda items. No public comment will be taken on announcement of future agenda items.	

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Berkeley	<a href="https://www.cityofberkeley.info/Clerk/City_Council/2019/02_Feb/Documents/02-26_Revised_Agenda_pdf.aspx">https://www.cityofberkeley.info/Clerk/City_Council/2019/02_Feb/Documents/02-26_Revised_Agenda_pdf.aspx</a>	The Agenda Committee, consisting of the Mayor and two members of the Council, has the authority to place items on the agenda after its review during the Committee meeting.	Throughout the agenda. If the item is from a member of the Council, the name will be noted.	
Walnut Creek	<a href="http://walnutcreek.granicus.com/GeneratedAgendaViewer.php?view_id=12&amp;clip_id=3695">http://walnutcreek.granicus.com/GeneratedAgendaViewer.php?view_id=12&amp;clip_id=3695</a>	Verbal request during the meeting - <i>Majority support is needed.</i> With the consent of City Council, the City Manager will direct staff to place the item on the agenda of a future meeting to be held within 90 days. Once an item has been listed on an agenda, another Councilmember may not remove the item from the agenda without the consent of the Councilmember who originally requested it.	<b>Councilmember and Staff Announcements, Reports on Activities or Requests</b> - (c) City Councilmember reports on AB1234 Activities, Councilmember assignments and various activities and upcoming events.	
San Jose	<a href="https://sanjose.legistar.com/View.ashx?M=A&amp;ID=661123&amp;GUID=2FE36454-090A-4686-BEEE-86AA1EE84180">https://sanjose.legistar.com/View.ashx?M=A&amp;ID=661123&amp;GUID=2FE36454-090A-4686-BEEE-86AA1EE84180</a>	At a Council Priority Setting meeting, Council members submit written requests (memos). All agenda items, including written referrals from Council members are referred to Rules Committee consisting of the Mayor, Vice Mayor, 3 Council Members, City Manager, City Attorney and City Clerk.	<b>Strategic Support</b>	Take no action; refer to Priority Setting session; and take action if sufficient information is provided and there is no public hearing required.
Pleasanton	<a href="http://weblink.cityofpleasantonca.gov/weblink/0/doc/282792/Page1.aspx">http://weblink.cityofpleasantonca.gov/weblink/0/doc/282792/Page1.aspx</a>	Verbal request - <i>Majority support is needed.</i>	<b>Matters Initiated by Council</b> - Council Members refer items to staff when there is a consensus of three Council Members.	
Union City	<a href="https://unioncity.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=279&amp;MinutesMeetingID=273&amp;doctype=Agenda">https://unioncity.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=279&amp;MinutesMeetingID=273&amp;doctype=Agenda</a>	Verbal request - <i>Majority support is needed.</i> If the item is referred, the item will be placed at a future agenda under the City Manager Reports section of the agenda.	<b>Items Referred by Council</b> - Council Members refer items to staff when there is consensus of the majority of the Council.	
Fremont	<a href="http://fremontcityca.igam2.com/Citizens/FileOpen.aspx?Type=14&amp;ID=1499&amp;Inline=True">http://fremontcityca.igam2.com/Citizens/FileOpen.aspx?Type=14&amp;ID=1499&amp;Inline=True</a>	Written request (staff report). The sponsoring Council member gives the City Manager a brief description of the subject to be printed on the agenda.	<b>Council Referrals</b>	Take no action; refer the matter to staff to schedule as a future City Council agenda item; take action if Council finds that sufficient notice has been provided by the published agenda time, sufficient information has been received by the Council, and no formal published public hearing notice is required.

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Palo Alto	<a href="https://paloaltocityca.igq2.com/Citizens/FileOpen.aspx?Type=14&amp;ID=2304&amp;Inline=True">https://paloaltocityca.igq2.com/Citizens/FileOpen.aspx?Type=14&amp;ID=2304&amp;Inline=True</a>	"Colleagues memo" process. Two to three Council members are required in order to place a memo on the agenda. Memos have a section identifying any potential staffing or fiscal impacts of the contemplated action which is drafted by the City Manager. Completed memos are provided to the City Clerk by noon on the Tuesday prior to the Council meeting.	<b>Council Member Questions, Comments and Announcements</b>	The Council will not take action on the night that a colleague memo is introduced if it has any implications for staff resources or current work priorities not addressed in the memo. Brown Act requirements need to be satisfied in order to take action on the night the memo is introduced.
Belmont	<a href="http://belmont-ca.granicus.com/GeneratedAgendaViewer.php?view_id=2&amp;event_id=625">http://belmont-ca.granicus.com/GeneratedAgendaViewer.php?view_id=2&amp;event_id=625</a>	Written memo or report summarizing the Council member's position is submitted at least one week prior to the meeting.	<b>Matters of Council Interest/Clarification</b> - Items in this category are for discussion and direction to staff only. However, Council/Board may take final action on an item if there is no need for additional staff analysis.	Council can vote on the item if there is no need for additional staff analysis or may direct staff to bring back a report addressing the request at a future meeting.
Bakersfield	<a href="http://docs.bakersfieldcity.us/weblink/0/doc/1409028/Page1.aspx">http://docs.bakersfieldcity.us/weblink/0/doc/1409028/Page1.aspx</a>	Verbal request - <i>Majority support is needed</i> . City Manager's office coordinates a response which is provided to all Council members as part of the weekly general information packet that is provided to the Council, media and public.	<b>Council and Mayor Statements</b>	
Oakland		The Rules and Legislative Committee, consisting of four Council Members, City Attorney, City Administrator, and City Clerk's designee, assigns all proposed agendas to the City Council, or subject-matter committee for consideration and action.	Throughout the agenda. If the item is from a member of the Council, the name will be noted.	