

Council Members have multiple avenues through which to introduce ideas and policy direction including, but not limited to strategic planning sessions, 1:1 conversations with Council Appointed Officers, and engagement during council and internal and external committee deliberation of related agenda items. The intent of the Council Referral section is to provide an orderly means through which ~~an individual~~ Council Member(s) can raise an issue for discussion and possible direction by the City Council for items that cannot be addressed through the mechanisms above. This policy described below has two parts. The first part is to enable the Council Member to place a matter before the Council. The second part is to enable the Council to determine whether staff time should be spent on the issue.

Any Council ~~M~~member may bring forward a Council Referral Memorandum (Memo) on any topic to be considered by the entire Council.

Part 1: Council members wishing to refer a matter to the City Council for discussion will:

~~A.~~ Prior to preparing a Council Referral Memo. In so doing, Council Members can should consult with two colleagues (unless restricted by the Brown Act due to involvement in a Council Committee or similar) and the appropriate Council Appointed Officer to identify the details of the idea, learn about past actions taken on the topic, and to determine whether the issue can be addressed as part of existing operational authority and/or with current budgeted resources. If the idea can be incorporated into existing work or is included in existing policy, no referral is needed.

A.

~~A.~~ B. The Referring Council Member will submit a Council Referral Memo (not to exceed ~~two~~ four pages) describing the Referral. The Council Referral Memo ~~can~~ must outline the policy issue, overall outcome/~~or~~ desired objective, root cause of the issue and how this approach will address it, what existing programs/council priorities are suggested to be delayed to accommodate this work, past approaches to this issue and why this new approach is needed, desired timeline, identification of key stakeholder groups that might need to be consulted, and/or other pertinent information that will clarify for Council and Staff the policy issue desired for Council discussion.

B.

~~B.C.~~ C. The Referring Council Member(s) will notify the City Manager, or the City Manager's designee, via telephone, email, or in person and convey that the Council member(s) has a Council Referral Memo to place on the Council or relevant Committee agenda and the desired ~~Council~~ meeting date, at least one week prior to the ~~Council~~ meeting. This will give the City Clerk time to finalize the agenda and post it within the required timeframe and for Staff to prepare initial feedback as needed. Requests received after this one-week deadline will be placed on the agenda for the following regularly scheduled ~~Council~~ meeting. Staff will not devote time preparing reports or in-depth analysis on the requested item. The limited staff assistance provided, at this initial stage of the Council referral, would be to help the Council member clarify and/or frame the issue, if needed, so that the Council, Staff and public clearly understand the request.

Part 2: Council Consideration of the Council Referral Memo:

- A. When the item is called at the ~~Council~~ meeting, the Referring Council Member(s) who made the request may describe the policy issue the Council Member(s) wishes to place on a future agenda.
- B. The Council discussion will be limited to determining whether or not the item should move forward and, if so, where it should be referred (ex: to a committee, an external jurisdiction/committee, the next strategic planning session, closed session, or brought to Council for a worksession). If the item moves forward to this next level, no additional Staff time or resources should be devoted.
- C. The Mayor / Presiding Officer will ask the submitter of the Council Referral Memorandum to make a Motion, ask for a second, then take roll call.
- D. If the Committee/Council, by majority vote, approves the reallocation of resources and the tradeoff necessary for that work, then Staff work may commence. The City Manager will determine when to place the item on a future agenda based on time necessary to complete the research and staff workload considerations. The City Manager will maintain a log of such referrals, the date of the referrals, and the projected dates the referred matter will be agendized for further consideration.
- ~~B. Such initial deliberations are not staff time and City resources should be devoted to researching the particular agenda item and whether to direct staff to conduct further analysis on the item. Council will not take an~~ action on the agenda item itself. Further, Concurrence that staff
ATTACHMENT IV Council Members Handbook 2019 Page 29 time and City resources will be devoted to the item does not signify approval of the item. It only indicates that the Council wishes to have the item studied further. Additionally, the ~~the~~ Council may, at any time, decide to drop the matter, even after the matter has been analyzed by staff.
- ~~C.E. Additionally, the Council may, at any time, decide to drop the matter, even after the matter has been analyzed by staff.~~
- ~~F. Upon the concurrence of a majority of the Council that the item should be researched and placed on a future Council agenda, referred to a Council Committee, staff, or closed session, depending on the topic and/or action sought by Council, the Ci ty Manager will determine when to place the item on a future agenda based on time necessary to complete the research and staff workload considerations. The City Manager will maintain a log of such referrals, the date of the referrals, and the projected dates the referred matter will be agendized for further consideration.~~ D. Council member comments on Council Referral items are limited to clarifying questions and whether or not staff resources should be spent researching the issue and whether or not Council member(s) support referring the item to a Council Committee, staff, or placed on a future Council agenda. No discussion on the item will be held at this initial stage of the Council referral. E. If a member of the public wishes to address the Council/Committee on the Council Referrals, public comments will be limited to one (12) minutes per person to relay to Council whether or not they support staff spending resources researching the item and placing it on a future Council agenda.

G. ~~F.~~The Mayor / Presiding Officer will ask the submitter of the Council Referral Memorandum to make a Motion, ask for a second, then take roll call. Items that do not require significant resources, such as annual flag flying, resolutions, or are related to an emergency may be handled in an expedited manner (e.g.: approved for action upon introduction and adoption by Council)

~~D.H.~~ G. If there are no Council Referrals, indicate "None Submitted" in this section of the Agenda