

**CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: April 21, 2026**

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**To:** Honorable City Councilmembers  
**Requestor(s):** Councilmember Zollman  
Mayor McLewis  
**Department:** Interim City Manager  
**Subject:** Agenda Review Committee/Agenda Preparation/Placement of Items onto an  
Agenda

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**RECOMMENDATION**

Staff recommends that the City Council adopt an amendment to City Council Protocol Policy Number 6 as it relates to City staff, consultant, or contract staff time for Councilmember requests.

**PROCESS OF AGENDA ITEM**

- a. Introduction of agenda item by Requestor(s) and City staff
- b. Questions and discussion from Councilmembers
- c. Open for Public Comment
- d. Council deliberation and action

**EXECUTIVE SUMMARY**

The City Council is asked to consider an amendment to City Council Protocol Policy Number 6 regarding the use of City staff time for requests initiated by individual Councilmembers. The proposed amendment clarifies what constitutes a “substantial work task” and establishes thresholds for when Council approval is required prior to the expenditure of staff or consultant time. The updated policy also clarifies that requests for future agenda items made during Council meetings are still subject to the requirements of the policy.

**BACKGROUND**

At the April 7, 2026 City Council meeting, City management was informed of the number of hours of staff and contract consultant staff time that had been allocated to a Councilmember agenda item request. Specifically, contract consultant time had been expended to perform work related to a Councilmember-supported agenda item prior to City Council authorization for a substantial work task. At that meeting, it was reported that approximately 20 hours of staff and contract consultant time had been allocated to the item.

Council discussion at that meeting highlighted the need to reinforce the current policy and clarify existing protocols related to the use of staff and consultant resources for requests initiated by

individual Councilmembers. While Councilmembers may request agenda items or information from staff, the City's policies should clearly establish when such requests rise to the level of a more substantial work task requiring City Council authorization.

## **DISCUSSION**

Following the April 7, 2026 City Council meeting, City management implemented internal protocols with staff and contract consultants regarding the use of time for Councilmember requests and the need for notification and coordination through the City Manager's Office.

To provide greater clarity and ensure transparency regarding the use of City resources, staff recommends that the City Council consider an amendment to City Council Protocol Policy Number 6 defining a "substantial work task" and establishing thresholds for Council approval.

The proposed amendment (highlighted in the attached policy) would read as follows:

If the item is a more substantial work task that has been referred to the City Manager for evaluation, when the item is placed on the Agenda for full Council consideration, a brief staff evaluation is provided and the Council determines if the proposal should be returned to Council with a full work task, identification of its relative priority, and request for allocation of budget or other resources necessary to address the proposal. As stated above, it is recommended that the staff department tasked by the City Manager and the City Councilmember work together to determine tasks and resources.

For the purposes of this policy, a substantial work task is defined as a request from an individual Councilmember or two Councilmembers that submit one agenda item that requires four or more cumulative hours of staff and/or contract consultant time. Once four hours have been expended, the item shall be submitted to the City Council for consideration to either suspend or continue work on the item. Such requests shall require approval by a majority of the City Council at a public meeting.

City staff is working on protocols for Committees for utilization of staff time.

This clarification is intended to ensure transparency, proper allocation of staff resources, and consistency in how Councilmember requests are evaluated and prioritized.

City staff also conducted outreach to other jurisdictions regarding how staff time is defined in similar policies. The thresholds varied significantly, with limits ranging from as little as 30 minutes to as much as 10 hours of staff time before a Council-proposed agenda item requires review by the full Council.

The updated Policy Number 6 will also clarify that requests for future agenda items made during Council meetings are still subject to the requirements of the policy.

## **STAFF ANALYSIS**

The proposed amendment provides a clear and measurable standard for determining when Councilmember(s) requests require Council authorization. Establishing defined thresholds for staff and contract consultant time will help ensure that City resources are allocated appropriately and that requests involving significant staff effort are considered collectively by the City Council.

This amendment also reinforces the role of the City Manager in coordinating work assignments involving City staff, contract consultants, and ensures that work requiring additional resources is authorized through a public Council process.

### **CITY COUNCIL GOALS / PRIORITIES / GENERAL PLAN CONSISTENCY**

The proposed amendment supports the City Council's goals related to effective governance, fiscal responsibility, and transparent decision-making. By clarifying the process for allocating staff and consultant resources, the policy helps ensure that City operations remain aligned with Council priorities and available resources.

### **PUBLIC COMMENT**

As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

### **COMMUNITY OUTREACH**

This item has been noticed and made available for public review in accordance with the Ralph M. Brown Act at least 72 hours prior to the scheduled meeting.

### **FISCAL IMPACT**

None. The proposed amendment does not create a direct fiscal impact. The purpose of the amendment is to clarify when City Council authorization is required prior to the use of City staff or contract consultant time for Councilmember(s) requests.

### **RESTATED RECOMMENDATION**

Staff recommends that the City Council adopt an amendment to City Council Protocol Policy Number 6 clarifying the definition of a substantial work task and establishing thresholds for when City Council approval is required prior to the expenditure of City staff or contract consultant time related to Councilmember(s) requests.

### **OPTIONS**

1. Adopt the amendment with modifications as directed by the City Council; or
2. Provide alternative direction to staff regarding the policy thresholds or procedures for Councilmember requests; or
3. Continue the item to a future meeting for additional discussion.

**ATTACHMENT**

Attachment 1 - City Council Policy Number 6 – Amended

CITY COUNCIL POLICY NUMBER 6

Agenda Review Committee/Agenda Preparation/Placement of Items onto an Agenda

Policy:

It is the policy of the Council to use standing committees in open and public meetings to study City business in greater depth than what is possible in the time allotted for Council meetings.

The policy aims to establish standards and provide general guidelines for staff in preparing and submitting City Council agenda items for City Council meetings.

Purpose:

The purpose of the policy is to address three issues: 1) How staff reports are prepared for Council meetings; 2) The process for placing items on the agenda, and 3) identify the individual/group responsible for determining the agenda. The intent of this policy is to ensure a fair and equitable policy for all Councilmembers.

Staff Report Preparation:

The City of Sebastopol is committed to preparing staff reports that provide the City Council with the facts and information necessary to make informed decisions. The City of Sebastopol is also committed to providing citizens with a clear and concise record of City Council actions.

These rules are intended to enhance public participation and committee meetings so that the best possible decisions can be made for the City of Sebastopol.

Setting of Agenda:

The Council has established the Agenda Review Committee as Attached.

City Council Policy for Agenda Preparation Agenda Review Committee  
Standing Committee  
Agenda Review Committee Meetings are In Person Only Meetings

**PURPOSE:** To establish guidelines for City Council Agenda Preparation and Placement of Items on an Agenda

**POLICY:** It shall be a policy of the City of Sebastopol to follow a prescribed procedure regarding the preparation and placement of items on a City Council Agenda.

**PROCEDURE:**

The Agenda Review Committee is comprised of the Mayor and the Vice Mayor. Committee staff include the City Manager, the City Attorney (when requested by a member of the Committee) and the City Clerk. It shall be the responsibility of the Agenda Review Committee to prepare City Council agendas.

When scheduling items for City Council meetings, the Agenda Review Committee should consider the number of items being placed on each agenda and the estimated time that each item requires. Staff should strive to provide detailed information to the Committee to create well-balanced agendas for all City Council meetings throughout the year. Although there might be rare occasions where a long meeting is necessary, a series of long meetings should be avoided by balancing the content of each agenda.

Agendas shall be formatted as shown on the attached exhibit; however, the Agenda Review Committee has the authority to change the order of an agenda dependent upon projected length of an agenda item. At the City Council meeting, the Mayor may reorder items on the agenda to accommodate the public or to address other concerns.

The Agenda Review Committee shall be considered a standing committee and shall be subject to the requirements of the Brown Act. All meetings of the Agenda Review Committee shall be open and public, and all persons shall be permitted to attend any meeting of the Agenda Review Committee.

Upon completion of the preliminary agenda, the City Clerk shall forward DRAFT forward agenda/calendars to the City Council and Department Heads for information within 48 hours of completion of the preliminary agenda by the Agenda Review Committee.

The order of specific public hearing and business items is determined by the Agenda Review Committee based upon anticipated public interest, participation of paid consultants, implementation urgency/time sensitivity, and other related considerations.

In preparing the agenda, the Agenda Review Committee shall review requested agenda items for possible Council meeting date. A requestor of an agenda item shall include the preferred date of the City Council meet for the item to be heard. All forward agendas reviewed by the Agenda Review Committee shall include all known agenda items and preferred date of Council meeting. The deadline for finalizing the

agenda shall be no later than Tuesday (14 calendar days) prior to the City Council Meeting date unless an item determined necessary for that agenda (after approval of the final agenda) is requested to be placed on the Agenda and follows the protocols below.

Overview of Normal Timing for Agenda Item Requests and Staff Reports:

1. Agenda Item Requests are to be submitted 21 days before the relevant City Council meeting
2. Staff Reports are to be submitted in draft final form 14 days before the relevant City Council meeting.

Agenda Item Requests – Due 21 Days Before the Council Meeting

Timely Agenda Item Requests: Any Councilmember who requests an item to be placed on the Agenda must submit their request in writing (hard copy or email) to the City Clerk no later than twenty one (21) calendar days prior to the meeting date. A copy of the Agenda Item Request Form is attached for reference.

Staff members must submit their items onto the Forward Agenda, which are to be updated weekly by City Departments, but at a minimum twenty one (21) days prior to the forward agenda being reviewed by the Agenda Review Committee.

A councilmember may also request future agenda items during Council meeting, if the request receives the support of at least one other Councilmember. The Councilmember making the agenda request during the Council meeting is still responsible for submitting the mandatory Agenda Item Request Form. Items requested during Council meeting will be given priority when scheduling, but otherwise are subject to all requirements of this policy.

Required Contents of All Agenda Item Requests: All Agenda Requests, no matter when submitted or by whom, should be submitted using the Agenda Request form, but in all instances must at a minimum:

- (1) title of agenda item
- (2) brief explanation of agenda item/description of the issue for consideration by the City Council
- (3) budgetary considerations;
- (4) proposed length of item;
- (5) and if item can be moved to a future meeting if determined by the Agenda Review Committee.;  
and
- (6) contain attachments/or information specific to the topic.

Use of the Agenda Item Request Form is ~~strongly encouraged~~ required.

Late Agenda Item Requests – Submitted After the 21-Day Deadline:

If an Agenda Item Request is submitted after the 21 day deadline, it must contain the Required Contents identified above, as well as justification for the request that the item be considered despite its lateness. The Late Agenda Item Request shall be submitted to the City Clerk who will then inform the Agenda Review Committee for consideration. The submission of Late Agenda Item Requests is discouraged, unless of an urgent nature. The urgency of the Late Agenda Item Request shall be determined for placement of the item onto the agenda by the Agenda Review Committee.

Urgent Item: If there is insufficient time to forward a Late Agenda Item Request to the Agenda Review Committee for consideration, the City Manager may add such items to the agenda if the item:

- 1) is necessary in order to meet a deadline established by law or a government agency

- 2) Request for Council action on Legislation that came to the Council's attention after the Agenda Review Committee Meeting

In addition, the Brown Act allows the City Council to consider “emergency” and “urgent” items that are not on the posted agenda. An urgent item is an item where “there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.” An emergency item is “a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both”.

Councilmembers Agenda Item Requests – Staff Support: If the Agenda Request is being submitted by a councilmember, the councilmember may request limited assistance from staff with obtaining copies of existing materials and/or data, or research related to their Agenda Item Request, provided said assistance does not require any new work or independent analysis to be performed. If the Agenda Request is submitted after the deadline the City Clerk shall notify the Agenda Review Committee of any agenda item requests submitted by councilmembers upon receipt of the request.

#### Councilmember Agenda Item Requests

1. The Agenda Review Committee determines if the Request is:
  - A minor work task that is consistent with prior Council direction or policy and can be accomplished with minimal resources and does not need further evaluation; or
  - A more substantial work task and that could affect established priorities and needs further evaluation. If it is a more substantial work task that could affect established priorities and needs further evaluation, the Councilmember making the Agenda Item Request may either:
    - a. Request that the Agenda Review Committee place the item on the Agenda, or
    - b. Request that the Agenda Review Committee refer the proposal to the City Manager for a brief evaluation of the resources required to prepare an agenda item, how doing so could affect existing priorities, projects, and operations, alternatives to the proposal, and any other issues the City Manager and Council members should consider.
    - c. It is recommended that the Staff Department tasked and the City Councilmember work together to determine tasks/resources.
2. The Agenda Review Committee sets the item for placement on the Agenda and the City Clerk informs the requesting Councilmember.
3. If the item is a more substantial work task that has been referred to the City Manager for evaluation, when the Item is placed on the Agenda for full Council consideration, a brief staff evaluation is provided and the Council determines if the proposal should be returned to Council with a full work task, identification of its relative priority, and request for allocation of budget or other resources necessary to address the proposal. As stated above, it is recommended that the Staff Department tasked by the City Manager and the City Councilmember work together to determine tasks/resources. **For the purposes of this policy, a substantial work task is defined as a request from an individual Councilmember or two Councilmembers that submit one agenda item that requires four or more cumulative hours of staff and/or contract consultant time. Once four hours have been expended, the item shall be submitted to the City Council for consideration to either suspend or continue work on the item. Such requests shall require approval by a majority of the City Council at a public meeting.** The provisions here do not limit the discretion of the Agenda Review Committee to decide the timing/Council meeting date of Agenda items (see below).
4. If the Agenda Review Committee does not place a City Council or City Manager requested agenda item onto a City Council Agenda within 90 days of consideration of item at an Agenda Review Committee

meeting, said item will be placed onto a City Council Meeting Agenda within 30 days of the 90 days deadline.

Staff Reports in Final Draft Form – Due 14 Days Before the Council Meeting

Timely Final Draft Staff Reports: NO LATER THAN 10:00 AM TWO WEEKS PRIOR TO A SCHEDULED COUNCIL MEETING, the Responsible Department shall provide the staff report in final draft form, as a word document, to the City Manager and City Clerk via electronic and/or paper copy.

Steps To be Completed Before Submitting Final Draft Staff Reports to City Clerk: BEFORE submitting the staff report in final draft form to the City Clerk, the staff member must do the following:

- Submit the final draft staff report to the departments listed in the draft staff report for their review/approval
- Provide an electronic and/or paper copy with signature template to the City Manager for review /approval (this includes ALL attachments), so that the City Manager may provide comments/edits
- Make any final edits as needed/recommended by the City Manager
- Obtain the approval signature from the City Manager

For All Agenda Items:

Responsible Department originating the staff report shall review staff report for correct content, budgetary information, formatting, grammar, spelling, appearance, and format, ensuring that all supporting materials or documents are attached and complete prior to submitting to City Manager for review.

The City Manager reviews all reports for content, clarity, and recommended action(s), making changes as the City Manager deems appropriate and/or making requests for additional information that the City Manager believes is necessary to present the Council with a complete report.

For Reports submitted by a Councilmember, the City Manager shall review the report with the Councilmember for any discrepancies or clarifying information. If staff and Councilmember making the agenda item request disagree regarding a proposed recommendation, or other information in the staff report, the views of both staff and the Council liaison should be included in the staff report

The Agenda Review Committee may exercise their sole discretion and judgment in deciding the timing/Council meeting date of all agenda items, with the exception of agenda items that are specifically requested by a majority of the City Council or actions that are required by law.

Any member of the public may request an agenda item be placed on the agenda. Such request shall be in writing to any member of the City Council. If a Councilmember wishes to sponsor such request, the City Councilmember shall send a request for an agenda item to the City Clerk for forwarding to the Agenda Review Committee for review.

The City Council agenda packet, including all reports, communications, ordinances, resolutions, contracts, documents, or other matters to be considered by the City Council at the regular meeting, will be available within 72 hours of the Meeting Date in accordance with Brown Act Posting Requirements for Regular

Meetings. The agenda packet will be made available for public inspection upon its distribution to the City Council. Any writings or documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will also be made available for public inspection at City Hall during normal business hours.

All agendas as of the date of approval of this document shall be formatted as shown in attachment, unless otherwise directed by the Agenda Review Committee.

As determined appropriate by the City Manager, or as requested by the City Council, the City Manager shall provide the Council with periodic updates on ongoing projects.

REQUEST FOR PLACEMENT OF PROCLAMATIONS/PRESENTATIONS:

Proclamations are issued and/or scheduled for presentation at a City Council meeting at the discretion of the Mayor. Recognitions and proclamations shall be scheduled as necessary in recognition of persons or groups for the promotion of an event, service, and/or employee retirement. Requests must be submitted to the City Clerk in writing in advance of the agenda deadline as noted above. The City Clerk shall inform the Mayor and shall request approval from the Mayor as to the appropriateness and scheduling of such recognition or proclamation. Upon approval by the Mayor, the City Clerk will then coordinate the presentation with the requesting party in order to schedule the item on any given agenda. The requesting party determines whether or not he/she/they will be present for acceptance of such presentation.

The request should be made at least four weeks in advance of a regularly scheduled Council meeting. If approved for placement on an agenda, a representative shall be designated with contact information provided to the City Clerk as to who will be present at the City Council Meeting to accept the proclamation.

The Agenda Review Committee retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.

The Agenda Review Committee retains the right to decide if the proclamation will be issued or not.

The Mayor shall determine if the proposed proclamation meets the intent of this policy. A final decision will be within the discretion of the Mayor.

Once approved, the proclamation will be added to the appropriate Council agenda. If not approved, the applicant will be notified of the decision by the Mayor or City Manager.

If approved, the person(s) making the request must submit a copy of the proposed proclamation to the City Clerk no later than 21 days prior to the proposed City Council meeting date.

SAMPLE FORMAT OF AGENDA

CALL TO ORDER

The Mayor, or in the Mayor's absence, the Vice Mayor, presides over all meetings of the City Council, and after determining a quorum is present, calls the meeting to order. In the absence of the Mayor and Vice Mayor, a Councilmember is selected from among the body to act as Chair.

ROLL CALL

The Mayor, or in the Mayor's absence, the Vice Mayor requests the City Clerk to conduct the roll call. The Mayor, or in the Mayor's absence, the Vice Mayor requests the City Clerk to announce the absences of individual Councilmembers.

SALUTE TO THE FLAG

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

**MAYOR ANNOUNCEMENT:** The Mayor may provide comments on topics relative to the Sebastopol community.

REMOTE PARTICIPATION ~~UNDER AB 2449 (IF NEEDED)~~

ORDER OF AGENDA:

At the City Council meeting, the Mayor may reorder items on the agenda to accommodate the public or to address other concerns. The Mayor could survey the members of the public, as appropriate, to move agenda items up or back to address the members of the public items of concern.

PROCLAMATIONS/PRESENTATIONS:

When appropriate, the Council recognizes years of service, volunteers, or presents special awards. In response to City Council, staff or approved citizen requests, the Mayor may issue proclamations in declaration or recognition of a special event, organization or person. At this time, the Mayor may request a City Councilmember(s) read the Proclamation into the record. The proclamation may **or may** not be read in its entirety, and is up to the discretion of the Mayor.

STATEMENTS OF CONFLICTS OF INTEREST BY MAYOR/CITY COUNCILMEMBERS FOR ITEMS ON THE AGENDA

This is the time for the Mayor or City Councilmembers to indicate a conflict of interest for the agenda item(s).

PUBLIC COMMENT:

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (FIRST COMMENT PERIOD):

Up to Twenty (20) Minute Time Limit (Two Minutes for up to ten speakers). Additional public comment will be held at the end of the discussion and action items for up to an additional twenty (20) minutes. Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.

Process for calling on Speakers: Mayor or designee shall ask for public comment as follows: Speakers to be called on in an alternate manner (One speaker in person to be called on first; then one speaker remote to be called on second with additional speakers to be called on in the same manner) based upon the time limit.

ADDITIONAL PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (SECOND COMMENT PERIOD):

At the end of the meeting after the Regular Calendar Agenda Item Discussion and/or Action Section of the Agenda, two (2) minutes per speaker for up to twenty (20) minutes total for public comments but can be reduced at Mayor's discretion depending upon the number of speakers or Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.

A total of 40 Minutes will be allocated for Public Comments for Items Not on the Agenda (This includes 20 minutes at the beginning of the meeting and 20 minutes at the end of the meeting). Mayor has discretion to allow for additional time beyond the 20 minutes allocated for each public comment period dependent upon the subject matter or number of speakers.

Power point or visual presentations for public comment shall not be permitted unless approved by the Agenda Review Committee two weeks prior to the requested meeting date.

Yielding Time: Speakers may not "yield" a portion of their allotted time to others.

The City Clerk will monitor the time for public comments and inform the speakers when the time limitation has been reached.

Public participation is encouraged on all public agenda items. If a member of the public is unable to attend the Council meeting, written communications for public comment for items not on the agenda may be sent to the City Clerk by e-mail or by regular mail. Communications received after distribution of the agenda packet will be made available to the Council at the meeting. Written public comments are encouraged and should be submitted to the City Clerk for forwarding to City Council and appropriate staff and for posting to the City Web site. Subject Line should indicate that the submittal is for public comment in general or if it relates to a specific agenda item.

For specific agenda items, written comments may be emailed to the responsible department as listed on the agenda item or to the following email addresses where all emails will be distributed to the City Council and or appropriate staff: [info@cityofsebastopol.gov](mailto:info@cityofsebastopol.gov); or [citycouncil@cityofsebastopol.gov](mailto:citycouncil@cityofsebastopol.gov).

Council and staff will treat participants and each other with courtesy. Derogatory or sarcastic comments are inappropriate.

The public will likewise be encouraged by the Mayor to maintain meeting decorum.

In Council meetings when citizens are agitated, the Mayor may call a short recess to calm the situation.

In response to public comment on non-agendized items, the Councilmembers may individually:

- briefly respond to statements made or questions posed by members of the public;
- ask questions for clarification;
- provide a reference to staff or other resources for factual information or response;
- request staff to report to the council at a subsequent meeting;
- request staff to place a matter of business on a future agenda as needed.

CONSENT CALENDAR:

The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.

The Mayor will read aloud the title of each consent item (either full agenda title or a simplified version of the agenda title), and ask if a Councilmember wishes to remove one or more items from the consent calendar; and then open public comment to the members of the public in attendance. At this time, a member of the public may speak for up to two (2) minutes on the entire consent calendar and request at that time that an item or items removed for discussion.

If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor.

Council Members may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor.

INFORMATIONAL ITEMS/PRESENTATION:

Informational Items or Presentations are items that are informational only and do not require action by the City Council. Presentations shall be scheduled as necessary for the promotion of an event or service or general information items to the Council. Presentations shall be limited to ten (10) minutes unless approved in advance by the Agenda Review Committee. Time limit can be extended upon discretion of the Mayor at the meeting.

Process for Public Hearings/Discussion and Action Agenda Items:

- Mayor opens the item
- Council receives Staff Report from the Responsible Department, Councilmember or Requestor of the Item
- Mayor asks Council for Questions of Staff or Councilmember or Requestor of Agenda Item
- Mayor Opens for Public Comment/or Public Hearing
- Mayor Closes Public Comment/or Public Hearing but reserves the right to re-open the public hearing
- Item returns to the Council for discussion/deliberation and/or action.

PUBLIC HEARING(S):

Public hearings are generally held following adoption of the consent agenda and public comment period and after informational items unless so re-ordered by the Mayor at the meeting. The Mayor will open the Public Hearing and ask if there are individuals who are in attendance at this meeting who are wishing to

address the City Council and if so to speak from the Podium or to speak when called upon utilizing the City's virtual format (currently Zoom). Speakers are encouraged to state their name and address for the record. Comments are limited to the specific matter for which the public hearing is being held and are limited to two (2) minutes, unless a shorter or longer period is determined by the Mayor. Written comments are encouraged to be submitted to the responsible City Department prior to the meeting for forwarding to the City Council. If written documents are submitted at the City Council meeting, they shall be submitted to the City Clerk for inclusion in the official City file. Members of the public may read their written documents into the record during the two (2) minutes and are encouraged to provide a copy to the City Clerk. Unless read by a member of the public during the public hearing period, written documents received at the meeting will not be read aloud into the record. At the end of the last speaker, the Mayor will ask if there are any additional citizens who wish to speak at the public hearing. After the public hearing is closed, no member of the public shall be permitted to address the Council or staff on that specific issue.

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):

Regular Calendar Agenda Items are items that are for Council discussion and/ or action. Similar to a public hearing, the Mayor will open the item for public comment and ask if individuals who are in attendance at this meeting who are wishing to address the City Council and if so to speak from the Podium or to speak when called upon utilizing the City's virtual format (currently Zoom). Speakers are encouraged to state their name and address for the record. Comments are limited to the specific matter for which the agenda item is being discussed and are limited to two (2) minutes, unless a shorter or longer period is permitted by the Mayor. Written comments are encouraged to be submitted to the responsible City Department prior to the meeting for forwarding to the City Council. If written documents are submitted at the City Council meeting, they shall be submitted to the City Clerk for inclusion in the official City file. Members of the public may read their written documents into the record during the public comment portion of the item. Speakers are encouraged to provide their written statements to the City Clerk. Unless read by a member of the public during the public comment period for the item, written documents received at the meeting will not be read aloud into the record. At the end of the last speaker, the Mayor will ask if there are any additional citizens who wish to speak at the agenda item. After public comment is closed, then no member of the public shall be permitted to address the Council or staff on that specific issue.

ADDITIONAL PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

COUNCILMEMBERS REQUEST TO AGENDIZE FUTURE AGENDA ITEMS

CITY COUNCIL/CITY STAFF REPORTS/COMMUNICATIONS/ANNOUNCEMENTS/FUTURE MEETINGS:

City Manager/Attorney/Assistant City Manager/City Clerk Reports. This is the time for City Management to provide updates on various matters to the Council and public. (This will be either verbal or written reports provided at or prior to the meeting).

City Council Reports/Committee/Sub-Committee Meeting Reports: (Reports by Mayor/City Councilmembers Regarding Various Agency Meetings/Committee Meetings/Sub-Committee Meeting /Conferences Attended and Possible Direction to its Representatives (If Needed) on Pending issues before such Boards) (This will be either verbal or written reports provided at the meeting).

Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers).

CLOSED SESSION:

As needed, the City Council may adjourn to a Closed Session privately to discuss and consider matters of confidential concern to the City. Before convening into Closed Session, the Mayor shall publicly announce the purpose for the Closed Session, by Title of Item Only, the estimated time when the Closed Session will conclude, and whether the Council will reconvene to take action. (Prior to adjournment into Closed Session, the public may speak up to 3 minutes on items to be addressed in Closed Session).

A Closed Session may be extended to a later time by announcement of the Mayor. Nothing in this section shall require or authorize a disclosure of information prohibited by State or Federal law. The Brown Act requires all Council action to be discussed and taken in open session, except for specified and limited exceptions such as personnel matters, real property negotiations, and pending or threatened litigation. Closed Sessions are typically held at the end of the regular Council meeting and, if needed, can be continued to the next regular meeting.

Closed Session Meetings Are in Person Meetings Only.

Closed Sessions may be scheduled by the Agenda Review Committee, the City Attorney or City Manager in consultation with the City Attorney in accordance with this policy, as described above.

ADJOURNMENT OF REGULAR MEETING

The Mayor adjourns the meeting and the City Clerk notes the time of adjournment for the record. All meetings will conclude no later than 10:30 p.m., unless this provision is waived by a unanimous vote of the Council. Consideration of the agenda matter then on the floor will be continued beyond 10:30 p.m. by unanimous vote of the Council. In the event the remaining agenda cannot be concluded at any meeting by 10:30 p.m., the meeting will be recessed to the next regularly scheduled Council meeting or upon majority approval, to a definite time and place, and notice of such continued meeting will be given as provided by statute.

No new agenda business shall be considered after 10:30 pm without agreement from unanimous vote of the majority of the Council.

If there is unanimous vote to continue the meeting beyond 10:30 pm, said meeting will be extended up to one additional hour or 11:30 pm and will not continue beyond that time. If an agenda item has not concluded or if agenda items remain and have not been heard prior to the 11:30 p.m. adjournment, the Council by majority vote shall:

- Recess the meeting to the next regularly scheduled Council meeting and defer agenda items to that meeting with placement of agenda items as recommended by the Agenda Review Committee; or
- Schedule a Special City Council Meeting to a definite time and place, and notice of such continued meeting will be given as provided by statute.

If there is no unanimous vote of the Council, the meeting will end at 10:30 pm as noted above.

EXHIBIT

AGENDA FORMAT  
CITY COUNCIL MEETING AGENDA

Meeting of:

Meeting Start Time:

Meeting to be held in Person and Virtual /Remote Participation

Zoom Link is to be used for providing public comment/Live Stream is utilized for viewing only of meeting

City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time:

Join Zoom Meeting

CALL TO ORDER

ROLL CALL

SALUTE TO THE FLAG

MAYOR ANNOUNCEMENT

REMOTE PARTICIPATION

PROCLAMATIONS/PRESENTATIONS/INTRODUCTIONS:

STATEMENTS OF CONFLICTS OF INTEREST: Conflicts of interest may arise in situations where a public official deliberating towards a decision, has an actual or potential financial interest in the matter before the Council. In accordance with state law, an actual conflict of interest is one that would be to the private financial benefit of a public official, a relative or a business with which the Councilmember is associated. A potential conflict of interest is one that could be to the private financial benefit of a Councilmember, a relative or a business with which the Councilmember is associated. A Councilmember must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue and must remove themselves from the dais.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (FIRST COMMENT PERIOD):

Up to Twenty (20) Minute Time Limit (Two Minutes for up to ten speakers). Additional public comment will be held at the end of the discussion and action items for up to an additional twenty (20) minutes. Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.

Process for calling on Speakers: Mayor or designee shall ask for public comment as follows: Speakers to be called on in an alternate manner (One speaker in person to be called on first; then one speaker remote to be called on second with additional speakers to be called on in the same manner) based upon the time limit.

CONSENT CALENDAR: The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.

The Mayor will read the consent calendar items (either full agenda title or reduced version of the agenda title); ask if a Councilmember wishes to remove one or more items from the consent calendar;

and then open public comment to the members of the public in attendance. At this time, a member of the public may speak for up to three minutes on the entire consent calendar and request at that time that an agenda item or items be removed for discussion. If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor or Mayor Pro Tern.

Councilmembers may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor or Mayor Pro Tern.

INFORMATIONAL ITEMS/PRESENTATIONS: Informational Items or Presentations are items that are informational only and do not require action by the City Council. Presentations shall be scheduled as necessary for the promotion of an event or service or general information items to the Council and should be limited to ten (10) minutes total in length of item (total length includes questions of Council to presenter and public comment).

PUBLIC HEARING(s):

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):

ADDITIONAL PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: Two minutes per speaker for up to twenty (20) minutes total for public comments but can be reduced at Mayor's discretion depending upon the number of speakers or Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.

COUNCILMEMBER(S) REQUESTS FOR FUTURE CITY COUNCIL AGENDA ITEMS

CITY COUNCIL/CITY STAFF REPORTS/COMMUNICATIONS/ANNOUNCEMENTS/FUTURE MEETINGS:

CLOSED SESSION:

ADJOURNMENT OF CITY COUNCIL MEETING

EXHIBIT

REQUEST FOR ITEM TO BE PLACED ONTO A CITY COUNCIL MEETING AGENDA

Date of Request:

Name of Council Member Submitting Item:

Subject of Item:

Please explain agenda item (such as background; action requested of Council):

If this a consent calendar item or discussion and action item?

What is the Estimated Amount of Time for Discussion at Meeting:

Requested Date of City Council Meeting for Item:

Alternate Date for City Council Meeting for Item:

Is this a time sensitive item?

What is latest date item can be heard?

Will this require Staff time? If so, how much staff time?

Who is responsible department?