

**CITY OF ALAMEDA**

Memorandum

To: Honorable Mayor and  
Members of the City Council

From: Debra Kurita  
City Manager

Teresa Highsmith  
City Attorney

Lara Weisiger  
City Clerk

Date: December 4, 2007

Re: Adopt a Resolution Amending Resolution No. 12121 Setting the Order  
of Business of City of Alameda City Council Meetings

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**BACKGROUND**

At the November 13, 2007 workshop, the City Council discussed protocols for individual Councilmembers seeking information, new policies, or projects. Other cities' practices were reviewed, and the Council indicated an interest in implementing the City of Fremont's model.

**DISCUSSION**

The City of Fremont City Council Referrals practice is:

- a) Any Councilmember may, prior to any regular City Council meeting, bring any matter to the attention of the City Council that is not otherwise scheduled on a City Council agenda. The matter will be placed on the agenda in the Council Referral section. The sponsoring Councilmember shall give the City Manager a brief description of the subject to be printed in the agenda, sufficient to inform the City Council and public of the nature of the referral.
- b) The City Council, after considering the referral, may do any of the following:
  - 1) Take no action.
  - 2) Refer the matter to staff to schedule as a future City Council agenda item.
  - 3) Take dispositive action if Council finds that sufficient notice to the Council and the public has been provided by the published agenda, sufficient information has been received by the Council, and no formal published notice of a public hearing is required.

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- 4) The Councilmember who requested the referral has the privilege of speaking first on the item.

Attachment 1 is a form for Councilmembers to use to make Referrals.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no impact on the General Fund.

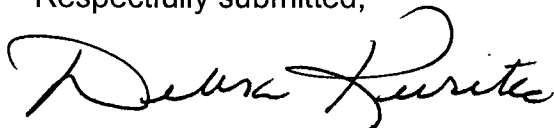
MUNICIPAL CODE/POLICY DOCUMENT CROSS REFERENCE

Alameda Municipal Code Section 2-1.5 addresses Submission of Matters. It reads: "Before 5:00 p.m. on the Monday of the week prior to each Council meeting any City official, board, commission or other municipal body having any reports, communications or other matters for submission to the Council, shall hand the same to the City Clerk whereupon the Clerk shall arrange a list of such matters according to the order of business specified in subsection 2-1.6 hereof, and furnish a typewritten copy of the list to each member of the Council." Compliance with this Municipal Code Section requires Councilmembers to submit Council referrals by 5:00 p.m. on Monday the week prior to regular meetings.

RECOMMENDATION

Adopt a resolution amending Resolution No. 12121 setting the order of business of City of Alameda City Council meetings.

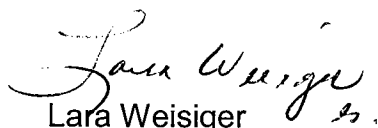
Respectfully submitted,



Debra Kurita  
City Manager



Teresa Highsmith  
City Attorney



Lara Weisiger  
City Clerk

Attachment: Council Referral Form

**COUNCIL REFERRAL FORM**  
(To be submitted to the City Clerk)

Name of Council member requesting Referral: \_\_\_\_\_

Date of submission to City Clerk (must be submitted before 5:00 p.m. on the Monday before the week of the Council meeting requested): \_\_\_\_\_

Requested Council Meeting date to consider Council Referral: \_\_\_\_\_

Brief description of the subject to be printed on the agenda, sufficient to inform the City Council and public of the nature of the Council Referral:

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CITY OF ALAMEDA RESOLUTION NO. \_\_\_\_\_

AMENDING RESOLUTION NO. 12121  
SETTING THE ORDER OF BUSINESS  
OF CITY OF ALAMEDA CITY COUNCIL MEETINGS

WHEREAS, Councilmembers at the November 13, 2007, City Council meeting indicated a desire to have a Council Referral section at City Council meetings; and

WHEREAS, Government Code Sections 36812 and 54954.3 give the City Council direction to adopt reasonable regulations concerning the proceedings and order of business of City Council meetings; and

WHEREAS, the City Council at the May 21, 1991, City Council meeting approved Ordinance 2556, establishing that Order of Business may be established by Resolution; and

WHEREAS, the City Council at the June 18, 1991, City Council meeting approved Resolution No. 12121, setting the Order of Business of City of Alameda City Council Meetings; and

WHEREAS, it is desired that the Order of Business be amended to include Council Referral as a standard agenda item on the regular agenda.

NOW, THEREFORE, BE IT RESOLVED that the Order of Business be amended as follows:

Section 1. At the hour appointed for each regular meeting, the members of the Council, City Manager, City Attorney and City Clerk shall assemble in the designated location. Thereupon, business shall be taken up for consideration and disposition in the order established by Resolution of the City Council in the following order:

1. Roll Call
2. Agenda Changes
3. Proclamations, Special Orders of the Day and Announcements
4. Consent Calendar
5. Agenda Items
6. Oral Communications, Non-Agenda (Public Comment)
7. Council Referrals
8. Council Communications (Communications from Council)
9. Adjournment

Resolution #4-H CC  
12-04-07

Approved as to Form

*Debra L. H. H. H.*  
City Attorney

Section 2. The order of business set by the aforesaid Resolution of the City Council may be suspended at any City Council meeting by a majority vote of the members in attendance.

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I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Council of the City of Alameda in regular meeting assembled on the 4<sup>th</sup> day of December, 2007, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the official seal of the said City this 5<sup>th</sup> day of December, 2007.

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Lara Weisiger, City Clerk  
City of Alameda