

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: 09/06/05
Date Prepared:08/22/05
Reviewed by:

Subject: City Council Agenda Format
Report By: Jacqueline L. Bucholz, City Clerk

STAFF RECOMMENDATION

That the City Council discuss the possibility of having a new title on the Agenda, “Approval of Agenda”, which would allow the Council to decide at the beginning of the meeting if they want to discuss all items before them, or if they wish to take up an agenda item in a different order.

BACKGROUND

On August 8, 2005, Council discussed Procedure and Policies for Preparing the Council Agenda. During that discussion, a member of the public suggested that the Council have a section entitled “Approval of Agenda” so that at the beginning of the meeting if a Council Member wants something taken off the agenda that would be the time. If such a procedure were adopted, this would also be a time when a Council Member could ask that an item be taken up in a different order than appears on the agenda. Council Member Javandel requested a Council agenda items to discuss this idea.

DISCUSSION

I checked with the cities in Alameda County and none have such a procedure on the agenda. The cities of Alameda and Pleasanton have a section at the beginning of the agenda entitled “Agenda Changes” “Agenda Amendments”. This section is for the Council to move items around the agenda, e.g. If a Council Member wants an item from Consent Calendar to be taken care of under New Business, then that is the time to take care of it. Otherwise, if a majority of the Council does not want to discuss an item it is continued or tabled when they get to that particular item.

The Albany Unified School District does have a section on their Agenda entitled “Approval of Agenda”, which gives the Board the opportunity at the beginning of the meeting to take off any item that is on the Agenda.

The City Attorney advises that adding this agenda section should not result in a violation of the Brown Act. The public would have notice that Council can change the order of agenda items or can decide to defer items. The Council already has this authority and adding a new agenda section would formalize the process.

FINANCIAL IMPACT

None