

<p style="text-align:center">CITY COUNCIL AGENDA ITEM NEW BUSINESS CITY MANAGER STAFF REPORT</p>

Date: August 17, 2010

Subject: City of Colusa City Council Procedural Guidelines.

Discussion

The City Council has the authority to establish rules and regulations related to the conduct of City Council business and activities. The City Council has, from time to time, adopted and amended its procedures for the conduct of City Council meetings. It has been more than ten (10) years since the City Council last reviewed its internal policies and procedures.

An updated set of procedural guidelines would be an important tool for the City Council, and may clarify issues ranging from the duties of presiding officers to agenda preparation and the effect of abstentions (or silence) when voting.

The scope and content of the City Council procedural guidelines, if any, are entirely at the discretion of the City Council. These procedures should be drafted in a manner that reflects the desires of the Council and provides a framework for the clear and efficient conduct of the public's business.

City Staff, including the City Attorney, have reviewed City Council policies and procedures from several other cities, and are prepared to work with the City Council to establish revised procedures. In an effort to assist the City Council in this process, a working draft of revised procedural guidelines has been created for the Council's consideration.

The City Council may also want to consider what, if any, procedural rules they wish to apply to other appointed bodies within the City.

Recommendation:

That the City Council provide staff with direction related to the creation of revised City Council procedural guidelines. Specifically, staff asks that the City Council either (1) appoint an ad hoc committee to work with staff toward the creation of revised procedural guidelines (which would subsequently be brought back before the Council for adoption); or (2) agendaize the consideration and adoption of revised procedural guidelines at a future City Council meeting.