STAFF REPORT
CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: David Ott, City Manager
MEETING DATE: July 8, 2009
ORIGINATING DEPT: City Manager's Office
SUBJECT: City Council Meeting Agenda Policy

STAFF REPORT UPDATE
Item # C- 4

DISCUSSION:

After discussion between Deputy Mayor Campbell and City Manager Ott and after reviewing the April 22, 2009 City Council meeting, as a clarification to this item, Deputy Mayor Campbell at the April 22, 2009 meeting requested an item be placed on a future Council Meeting Agenda providing for discussion on the policy on how proclamations are placed on the City Council's Meeting Agenda. Additionally, both Deputy Mayor Campbell and City Manager Ott thought it also might be useful to discuss how presentations are placed on the City Council's Agenda as well.

The Solana Beach Municipal Code is silent on how proclamations and presentations are placed on the City Council's Meeting Agenda. As practiced today, requests for proclamations and presentations are made to a councilmember or councilmembers, and if supported by the councilmember, the city manager is contacted to request the proclamation or presentation be placed on a future Council Meeting Agenda.

The other alternative is the requesting party contacts the city manager directly, and if the city manager approves the request, the proclamation or presentation is placed on an available future meeting agenda.