

**AGENDA  
ITEM**

**13**



# CITY COUNCIL AGENDA STAFF REPORT

**DATE:** March 5, 2025  
**TO:** Mayor and City Council  
**APPROVED BY:** Juan Contreras, Acting City Manager *JSC*  
**PREPARED BY:** Veronica L. Alvarado, City Clerk *[Signature]*  
**SUBJECT:** Accept and/or Amend Current Agenda Policy

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**Recommendation:**

Accept and/or Amend Current Agenda Policy.

**Background:**

Calexico did not have a written agenda policy and interest was expressed in having one. On September 2, 2008 the agenda policy was approved by Council.

At the February 19, 2025 City Council meeting, Council Member Tylanda requested the agenda policy be reviewed.

**Discussion and Analysis:**

The agenda policy was compiled by using examples from various cities. The policy sets a strict deadline on the submission of agenda items and reports with the goal of getting the full agenda packets to Council and the public one week prior to the regular council meeting. The policy also requires the agenda and back-up material to be posted on the City's website to help members of the public easily access the information. The agenda policy sets rules for the treatment of councilmember requests for items to be on the agenda to allow the full council to give direction on an item before a large amount of staff time is spent on a project that a majority of the council may not be in favor of. This policy also requires that requests for agenda items from Councilmembers be approved by the Mayor prior to placement on the agenda. The policy also describes the process for the Mayor to request that an item be placed on the agenda.

**Fiscal Impact:**

None

**Coordinated With:**

City Attorney

**Attachment(s):**

1. Agenda Policy

ATTACHMENT NO. 1

**CITY OF CALEXICO AGENDA POLICY  
(August 2008)**

**1. Deadline to Submit Items for the Agenda.**

All requests for items to be placed on the next regular meeting agenda should be given to the City Clerk no later than five p.m. on the thirteenth day prior to the meeting (Wednesday). All reports, communications, ordinances, resolutions, contract documents, staff reports or other matters to be submitted to the City Council as back-up information for an agenda item at a regular meeting will be delivered to the City Clerk no later than five p.m. on the eleventh day prior to the meeting (the Friday before the Friday prior to the Tuesday meeting).

**2. Publication and Distribution of the Agenda.**

Barring insurmountable difficulties, the City Clerk will distribute and post the agenda for regular meetings by 5:00 p.m. on the Tuesday prior to the regular meeting (one week prior). The City Clerk shall also post the agenda and agenda materials on the City website by the same deadline. In any event, the agenda for the regular meeting shall be posted at least 72 hours prior to the regular meeting in accordance with the California Government Code.

**3. Agenda Item Requests.**

A.) The City Manager shall be in charge of the placement of matters on the agenda. All matters to be placed on the agenda by City staff require approval by the City Manager prior to placement on the agenda. If there is a question regarding the legality of the placement of a proposed agenda item, the City Attorney shall be consulted.

B.) Any Councilmember may place an item on an upcoming council agenda by either (i) submitting a written request to the City Manager as described below or (ii) requesting at a Council meeting, with the concurrence of one other Councilmember, that an item be placed on a future agenda. If a Councilmember proceeds under option (i) above, the written request for the agenda item must be made to the City Manager no later than the agenda deadline discussed in Section 1 above (the Friday before the Friday prior to the Tuesday meeting) with proof that one other Councilmember has consented to the item being placed on the agenda. The written request shall include any proposed background material for the item. The Councilmember's written request shall then be submitted to the Mayor. If the Mayor approves the written request to place the item on the agenda, the item will be placed on the agenda as requested.

C.) The Mayor may request an item be put on a future agenda by either (i) submitting a written request to the City Manager no later than the agenda deadline discussed in Section 1 above (the Friday before the Friday prior to the Tuesday meeting) which will include any proposed background material for the item or (ii) requesting at a Council meeting, with the concurrence of one other Councilmember, that an item be

placed on a future agenda. If the Mayor proceeds under option (i) above, the item will be placed on the agenda if the City Manager approves the written request to place the item on the agenda.

D.) Any background information or preparation for an item placed on an agenda by a Councilmember or the Mayor is the sole responsibility of that Councilmember/Mayor until such time as the full Council has considered the item and directed City staff to take action.

E.) Any member of the public can address the Council on an item during the "Public Comment" portion of the agenda. If two Councilmembers concur that the item raised by the citizen should be placed on a future agenda, then such item will be placed on a future agenda.

F.) The City Manager and the City Clerk have discretion to limit reports and presentations to be made during council meetings. The agenda shall conform to the applicable requirements of the California Government Code.

#### **4. Location of Items on the Agenda.**

Items of a routine nature that are not anticipated to be controversial or to require Council deliberation, may be placed on the consent calendar by the City Manager. If a Councilmember/Mayor has requested that an item be on the agenda as described above, then the Councilmember/Mayor shall specify the location of the item for the agenda.

#### **5. Special Meeting Agendas.**

Special meetings may be called and noticed as specified in section 54956 of the California Government Code. Special meeting agendas shall be posted at least 24 hours in advance of the meeting pursuant to the California Government Code. The City Manager shall oversee the preparation of the special meeting agenda. The back-up materials shall be provided as soon as is reasonably possible, but in no event later than 24 hours prior to the meeting.

#### **6. City Council Questions Regarding Agenda Items.**

Prior to the meeting, Councilmembers should contact appropriate staff with questions on the agenda items so that staff can provide accurate and timely answers to the City Council.

#### **7. Addendums to the Regular Agenda.**

Due to the fact that the City Clerk will post the agenda one week prior to the Council meeting, there may be a need to add additional items to the regular meeting agenda that require immediate action. Such addendums, to be posted at least 72 hours in advance of the regular meeting, shall be discouraged and limited to urgent matters only that require immediate action which is needed prior to the next regularly scheduled Council meeting. Such addendums will be allowed only if approved by the City Manager and the Mayor. This does not prohibit the Council from adding items

to an agenda during a Council meeting if it meets the requirements of section 54954.2 of the California Government Code.