



## CITY OF BEVERLY HILLS STAFF REPORT

**Meeting Date:** January 11, 2011  
**To:** Honorable Mayor & City Council  
**From:** Mahdi Aluzri, Assistant City Manager  
**Subject:** Request by Councilmember Krasne to review and consider current City Council policy for placing items on the Study Session agenda  
**Attachments:** City Council Policy & Operations Manual – Chapter 11  
Placing Items on the Agenda

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### INTRODUCTION

This report transmits a request to the City Council by Councilmember Krasne for reconsideration of existing Council policy related to placing items on the study session agenda by individual Councilmembers.

### DISCUSSION

The current adopted City Council policy allows individual Councilmembers to place an item on the study session agenda for consideration by the full City Council and provide direction related to further action and/or formal consideration. Councilmember Krasne is asking that the policy be changed to require that at least two Councilmembers submit the request and if an individual member wants to place an item on the agenda, then just like current policy for placing items on the formal agenda they would need the concurrence of the Mayor.

### FISCAL IMPACT

None

### RECOMMENDATION

After consideration and discussion of the request, should the City Council decide to modify the current policy, it is requested that staff be provided with direction on the desired changes which will then be brought back for formal consideration.

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Mahdi Aluzri  
Approved By

A handwritten signature in black ink, appearing to read "Mahdi Aluzri", written over a horizontal line.

# Attachment 1

## Chapter 11 - Other City Council Policies

### Placing Items on the Agenda

The Council holds formal meetings in the Council Chamber of the City Hall on the first and third Tuesday of each month at 7 p.m. and on such other days as necessary.

The Council holds Informal meetings in the Council Chamber of the City Hall on the first and third Tuesday of each month at 2:30 p.m. and on such other days as necessary. At the informal meetings the Council shall not take any formal binding action upon any resolutions, ordinance, or other action required by law to be taken by the council. Such action occurs at the formal meetings.

#### Policy:

- Any City Councilmember may request an item be placed on a future Informal Meeting Agenda. Any City Councilmember may request an item be placed on a future Formal Meeting Agenda with the consent of the Mayor
- The City Councilmember shall present the item to the City Council.
- Introduction of an item may take place during an appropriate place on the agenda.
- City Staff will develop a standard transmittal form to be used to hold a place for the City Councilmember's item in the designated City Council meeting agenda packet.

### Technology Resource Policy

Technological resources are made available to elected officials to conduct City business and are subject to administrative regulation. As such, this policy reflects the City Council's position relative to the use of City owned technological resources for personal use.

#### Policy:

- City Councilmembers and the City Treasurer will be granted access to a single computer resource. This computer will be maintained by City staff at its designated location, or in the case of laptops, when returned to the City for routine maintenance/updates, to ensure proper operation of this technology resource in the standard performance of elected official's members' duties.
- The technology resources provided to Councilmembers and City Treasurer are to be used for City business only. Use of City-owned technology resource for personal gain, commercial purposes, non-City fundraising, political campaigns, electioneering, gambling or illegal activity is strictly prohibited. All use of technology resources is subject to the provisions and governances of the Public Records Act and Brown Act.