

RESOLUTION NO. 2021-075

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, RESCINDING RESOLUTION 19-018 AND ADOPTING A REVISED POLICY REGARDING AGENDA AND CONDUCT OF MEETINGS OF THE CITY COUNCIL

WHEREAS, it is necessary to provide for the orderly and efficient Conduct of meetings of the City Council; and

WHEREAS, it is desirable to ensure advance notice to all interested persons of matters to be considered by the City Council.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Calistoga hereby rescinds Resolution 19-018;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Calistoga that it hereby adopts the following procedures and policies for preparation of agendas and the conduct of City Council meetings:

- 1. PREPARATION OF AGENDA, REGULAR MEETINGS:** The City Manager in consultation with the Mayor shall prepare an agenda for each regular meeting and each adjourned regular meeting of the City Council. Such agendas shall be prepared and distributed by the City Clerk. Under State Law the agenda for a Regular Meeting must be posted at least seventy-two (72) hours prior to the scheduled convening of the Regular Meeting, and no items may be added to the agenda fewer than seventy-two (72) hours prior to the meeting except as may be allowed by State Law. The City Council endeavors to publish the meeting agenda at least seven (7) days prior to the meeting. Copies of the agenda and the agenda packet materials shall be distributed to each Councilmember and available to the public in the office of the City Clerk by 4:30 p.m. on each Tuesday preceding a regular or adjourned regular meeting of the City Council. In the event should said Tuesday follow a City observed holiday, on a Monday, an exception will be made to make the agenda available to each Councilmember and the public by 4:30 p.m. on the Wednesday preceding the regular meeting.
- 2. AGENDA ITEMS:** Any member of the City Council may request that a matter be placed on the agenda of the City Council by making a request to the City Manager by noon of the eleventh (11) day preceding the regular or adjourned regular meeting at which the item is requested to be heard, indicating their desire to have that item placed under that portion of the City Council agenda designated "Council Requests and Ideas for Discussion". The sponsoring Council member shall give the City Manager a brief description of the subject to be printed in the agenda sufficient to inform the City Council and public of the nature of the referral. The City Council, after considering the request to place an item on a future agenda for discussion, shall vote to do either: a) not approve the request, or b) refer the

request to staff to schedule as a future City Council agenda item for City Council discussion at the next regularly scheduled meeting to the extent feasible as determined by the City Manager, in consultation with the Mayor. Staff reports shall not be prepared on Council member requested items until City Council discussion has occurred and direction provided by the City Council, unless staff otherwise determines. Any member of the public may request during public comment or by prior correspondence with a Council Member, that the City Council consider an item on a future agenda. Any individual City Council member may then follow the procedures set forth above if the City Council desires to consider the request.

3. **ORGANIZATION OF AGENDA:** Each agenda for a regular or adjourned regular meeting of the City Council shall be organized in the following categories: public hearings, consent calendar, regular agenda, oral communications, study sessions.

PUBLIC HEARINGS: Public Hearings are to be formally noticed prior to the date of said hearings as required by law.

STUDY SESSIONS: No formal action may be taken by the City Council concerning any study session agenda item other than to agree to, or to direct staff to, present the item on the regular agenda of a subsequent meeting. Any request for an agenda item which does not specifically include a description of the action of the item desired shall be calendared as a study session item. The City Council may, at its discretion, allow an item which has been mis calendared as a study session item to be moved to and heard on the regular agenda.

CONSENT CALENDAR: Items deemed by staff to be of a routine nature, or items deemed to be fully explained by the accompanying documentation and not to require discussion by the City Council, shall be calendared on the consent calendar. All matters on the consent calendar will be approved by a single motion. There will be no separate discussion of items calendared on the consent calendar. Any City Councilmember who desires discussion of a particular item calendared on the consent calendar may have that particular item moved from the consent calendar to the regular agenda.

ORAL COMMUNICATIONS: The first item on the agenda for every regular or adjourned regular meeting at the City Council shall be entitled "oral communications." Any person, including members of the Council and City employees, may, after being recognized by the Mayor, address the Council concerning any matter of public or personal concern. No such address shall exceed three minutes unless further time is allowed by the Mayor. No formal action other than to agree to consider a matter at a subsequent meeting or to direct staff to report on a matter at a subsequent meeting may be taken concerning any matter considered under the oral communications portion of an agenda. Information items shall be items for discussion only regarding for which no immediate City Council action is desired or deemed appropriate.

4. **ADDRESSING THE COUNCIL:** No person shall at any time address the City Council until recognized by the Mayor. Whenever any group or persons wishes to address the Council on the same subject matter, the Mayor shall have the right to request each such group or each faction of such group to choose a spokesman to avoid unnecessary repetition. If any such group refuses to choose a spokesman, the Mayor may limit the total time for public comment on any agenda item to assure that the Council can conclude agendized items. No member of the City Council may discuss any motion until it has been seconded by another Council member.

5. **RULES OF ORDER:** Except where in conflict with the provisions of this resolution or with ordinance of the City of Calistoga or laws of the State of California, the procedures for the meetings of the City Council shall be governed by Rosenberg's Rules of Order.

6. **EMERGENCY MATTERS:** Nothing contained in this Resolution shall preclude the City Council from acting upon any matter deemed to be an emergency or to urgently necessitate immediate action in accordance with the Ralph M. Brown Act

PASSED, APPROVED AND ADOPTED this 5th day of **October 2021**. I, **MARNI RITTBURG, CITY CLERK OF THE CITY OF CALISTOGA, HEREBY CERTIFY** the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following roll call vote:

AYES: Councilmembers Gift, Kraus, and Williams, Vice Mayor Lopez-Ortega, and Mayor Canning
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:



Marni Rittburg, CMC, City Clerk

APPROVED:



Chris Canning, Mayor