



Sunnyvale

Consider the Creation of a
Formal Process for City Council
Colleague Memorandums
([Study Issue OCM 21-03](#))

David Carnahan, City Clerk
October 26, 2021





Purpose of the Colleague Memorandum

September 14 Study Session Summary

Existing Council Policy

Draft Additions to Council Policy

Next Steps

Purpose of the Colleague Memorandum

- To provide an opportunity that allows Councilmembers to prepare memoranda on topics coming before the Council or on any matter within Council's subject matter jurisdiction.

September 14 Study Session Summary

- Discussion focused on whether colleagues memorandums should address existing agenda items or be used to propose new agenda items.
- Concerns were raised about using such memorandums to comment on items already on the Council agenda prior to conducting the public hearing.
- There was general consensus for staff to return with a follow up study session with a more targeted presentation that outlines a process to use memorandums to place items on a future agenda.

Existing Council Policy

Council Policy 7.3.19 Council Meetings

- Existing Language:
Placing Items on the Agenda
Items may be placed on the agenda by the Mayor, a majority of a quorum of the Council, or by the City Manager. The order in which items appear on the agenda shall be determined by the City Manager and approved by the Mayor.

Draft Additions to Council Policy

Council Policy 7.3.19 Council Meetings

- A group of two or three Councilmembers may prepare a brief colleagues memorandum outlining a future agenda item for the Council to consider at an upcoming Council meeting.
- Memorandums shall not exceed two (2) pages.
- The group of Councilmembers may request staff review of the colleague memorandum prior to publication. The group of Councilmembers shall provide staff with a minimum of two (2) business days to review. Staff will limit review to no more than one (1) hour*.

*[Council Policy 7.4.10 Council Inquiries and Requests for Information and Records](#), Section 1, Subd. A.

Draft Additions to Council Policy – *Continued*

- The group of Councilmembers shall submit the final memorandum to the City Manager no later than Noon on the day before a Council meeting packet is scheduled for publication; when requesting staff review, the group shall submit a draft memorandum at least three (3) business days before a Council meeting packet is scheduled for publication.
- Completed colleagues memorandums will be included under the Non-Agenda Items & Comments portion of the Council meeting agenda.
- A colleagues memorandum is not required to request an agenda item be added to a future agenda.

Next Steps

Consensus of majority Council for the following:

- ◆ Return to Council with an agenda item on Consent to add the revisions to Council Policy 7.3.19 (Council Meetings) as drafted.
- ◆ Return to Council with an agenda item on Consent to add the revisions to Council Policy 7.3.19 (Council Meetings) reflecting the changes agreed to by a majority of Council.
- ◆ Other direction as provided by Council.