



# City of Carson

## Report to Mayor and City Council

March 18, 2014  
New Business Discussion

**SUBJECT: CONSIDER AMENDING THE WAY IN WHICH ITEMS ARE PLACED ON THE COUNCIL AGENDA BY ELIMINATING THE TWO-STEP PROCESS**

Submitted by William W. Wynder  
City Attorney

Approved by Jacquelyn Acosta  
Acting City Manager

### **I. SUMMARY**

This item is on the agenda at the request of Councilmember Davis-Holmes, as approved by the City Council.

Councilwoman Davis-Holmes requests the Council discuss eliminating the so-called two-step process which relates to the manner in which members of the City Council add items to future agendas.

### **II. RECOMMENDATION**

CONSIDER and PROVIDE direction.

### **III. ALTERNATIVES**

1. DIRECT Staff to draft amendments to the Carson Municipal Code relating to the way in which Councilmembers add items to the agenda so as to ELIMINATE the two-step process.
2. DO NOT ELIMINATE the two-step process.
3. REFER to the City Council Policy Committee for further discussion.

### **IV. BACKGROUND**

On April 2, 2013, the so called two-step process was reinstated by the City Council. Proponents of the two-step process have been of the opinion that this process makes for a more orderly creation and assembly of the agenda.

Councilwoman Davis-Holmes wishes to go back to the process simply requiring Councilmembers to give advance notice of their intent to add items to a future agenda to the City Manager without obtaining permission from a majority of the City Council.

### **V. FISCAL IMPACT**

If the City Council wishes to eliminate the two-step process such time to prepare staff reports may not be any greater than that currently expended under the existing two-step process. Accordingly, it is not possible to estimate the fiscal impact, if any, from actions considered in this staff report.

**VI. EXHIBITS**

None.

Prepared by: William W. Wynder, City Attorney  
Lisa Berglund, Principal Administrative Analyst

Document 11

TO: Rev01-06-2014

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

**Action taken by City Council**

Date \_\_\_\_\_ Action \_\_\_\_\_