Items to Consider Delegating Authority from City Council to City Manager to Approve

	Lead Dept	Item	Description of Action Taken	Example(s)	Requirement (CDM, Municipal Code Section, City Charter Provision, Ordinance, or N/A)	Recommended Change	Action Required
1	City Manager /Finance	Give A Little Help A Lot	Two agenda reports go to Council for approval each year--update on funds collected (in January) and approval of distribution of funds collected through donations from community as part of budget process		Administratively Imposed	Authorize City Manager or designee to approve.	Advise the Council that only one agenda item will be provided each year in February for the budget process.
2	City Manager	Championship Team Funding	City Council approval required to approve funding requests	Small grants for school trips to compete or participate in events.	Policy and Procedure #014	Authorize City Manager or designee to approve.	Update Policy & Procedures Manual #014 Recommend Council delegate authority to City Manager or his/her designee.
3	City Manager	Mission City SCENES/Publication of City Scenes	City Council approval required to approve content		Administratively Imposed	Authorize City Manager or designee to approve.	Advise the Council that the item will no longer be brought to Council. The City Manager or his/her designee will approve.
4	DPW/SVP/ Water	Plans and Specifications	City Council approval required to execute.		Administratively Imposed	Authorize CM or designee to execute.	Delegate authority to the City Manager or his/her designee the authority to approve.
5	Finance	Monthly Activity Reports	City Council approval required		Administratively Imposed	No longer bring to Council for approval.	Advise the Council that the item will no longer be brought to Council.

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6	All	Donation Acceptance	City Council approval required.	Council approves donations and thank you letters as Special orders of business.	Policy and Procedure #016	Delegate donation acceptance to City Manager or his/her designee.	City Council to approve revisions to P&P 016 and delegate authority to CM or his/her designee to accept donations.
7	Fire	Equipment donated to other agencies	City Council approval required	Old helmets, equipment, turnouts, old engines (very rarely) Primarily Mission College fire pgm & retired firefighters.	Policy and Procedure 016	Equipment donated to other agencies could be delegated to Dept Head (Fire Chief), or City Manager.	City Council to approve revisions to P&P016 and delegate authority to CM or his/her designee to donate equipment.
8	Human Resources	Stipulations for Award for Workers' Compensation injuries over $20,000	City Council approval required. CM may approve awards less than $20,000.	Workers' compensation awards	City of Santa Clara Resolution 6516	Increase City Manager authority up to $50,000.	City Council to approve revisions to Resolution 6516 and delegate authority to CM for claims up to $50,000.
9	Human Resources	Hiring at Higher Step for New Employees	City Council approval required.	New employees that are hired above Step 1.	CSC Personnel & Salary Resolution, Section 12	Delegate authority to the City Manager or designee up to Step 3.	Meet and confer. City Council to delegate authority to City Manager or his/her designee.

DRAFT TIME LIMITS FOR SPEAKERS AT COUNCIL MEETINGS

PURPOSE To establish a clear and effective process and prescribed time limits for members of the public to address the City Council during meetings to encourage well-organized and equitable opportunities for all who wish to speak on matters within the jurisdiction of the City Council.

POLICY Member of the public have the right to address the City Council as a whole in order to speak their opinion regarding issues within the jurisdiction of the City Council at all regular and special Council meetings.

In order to encourage well-organized presentations and to minimize repetitive input, the City Council, through the Mayor/Chair of the meeting, adheres to time limits on the length of public presentations to the City Council.

Members of the Public may address the City Council on any individual item on a set agenda when it pertains to the item itself and also under Public Presentations, a section of the agenda that is reserved for members of the public to address the City Council as a whole on items that have not been agendized.

Members of the public should address their comments to the Mayor/Chairperson of the meeting and not to individual Council Members or City officials.

While the public may speak their opinions on City business, Behavioral Standards for Public Meetings should be followed.

No action shall be taken on an item of business not appearing on the agenda, unless under strict exception where an emergency situation exists; two-thirds vote of the Council present or, if less than two-thirds of the members of the Council are present, a unanimous vote of those members present that the need to take action arose after the agenda was posted; or the item was posted for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

When a public presentation is made, the Council or City officials may briefly respond to statements made or questions posed and may request

that the City Manager to report back at a subsequent meeting (pursuant to Government Code Sections 54954.2, 54954.3 and 54956.5).

Groups and neighborhoods are encouraged to appoint a single spokesperson to represent a larger group and individual speakers should attempt to present new material and avoid making repetitive comments.

PROCEDURE

1. Public information included on the cover page for the Agenda and the Notice of Procedures (placed in Council Chambers, City Clerk's Office and sent with Public Hearing notices):

   - Explains the time limits set for speakers,
   - Encourages individuals and groups to provide written comments for inclusion in the Council agenda,
   - Encourages groups to appoint a spokesperson,
   - Requests that speakers present new material and avoid repetitive comments.

2. Speakers are encouraged to submit a Speaker Card to the City Clerk.

3. The following time limits will be enforced by the Mayor/Chairperson to ensure equal opportunity and treatment of all speakers:

   - 10 Minutes: Presentation of Applicant/Appellant/Challenged Party

   - 5 Minutes: Presentation of Written Petition

   - 3 Minutes: Public Presentations for items that do not appear on the agenda but are within the jurisdiction of the City Council

   - 2 Minutes: Public Presentations for individual agenda items

   - 1 Minute: Consent Calendar items pulled for discussion

   ~~10 minutes: Presentation of Applicant/Appellant/Challenged Party~~

   ~~3 minutes: All other Speakers. This includes comments on individual agenda items, comments under Public Presentations, and rebuttal (closing statement) in Public Hearings and Appeals~~

Exceptions: Hearings to revoke licenses or permits conducted pursuant to Article VI ("General Characteristics of License or Permit; Suspension

Procedure") of Chapter 2 of the City Code are exempt from the above time limitations. In addition, on all matters the Mayor/Chairperson expressly retains the discretion to limit or extend these time limits when deemed appropriate.

2.4.   The City Clerk shall operate the There is a speaker timing/lighting system on the podium. A green light indicating the beginning of the time period will come on as the speaker begins; a yellow light will appear when 30 seconds remain; a red light will come on, accompanied by a buzzer, at the end of the time period. A digital display counts down the available time for the speaker, the public, and Council Members to see. Once the buzzer goes off, the speaker shall immediately complete their final thought and complete their presentation.