

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/24/06		Item Number: <u>A-1</u>	
AGENDA ITEM: Discussion of City Council Agenda Pending List			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager		Phone Number: (310) 253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (07/19/06)			
Department Approval: Martin R. Cole (07/19/06)		City Manager Approval: Jerry B. Fulwood (07/19/06)	
City Controller Approval:			

RECOMMENDATION:

Staff recommends the City Council discuss the City Council Agenda Pending List and direct staff as deemed appropriate.

BACKGROUND:

The City Council Agenda Pending List (Pending List) is used as and important part of the agenda preparation and planning process. Its primary use is to track items requested by the City Council for ultimate movement from the Pending List to a City Council Tentative Agenda (Tentative Agenda) and ultimately to a City Council Final Agenda.

As requested by the City Council, the Pending List and Tentative Agendas are distributed to the City Council on the dais prior to each City Council meeting. Unfortunately, over the past several years, the Pending List may now contain items which the City Council may wish to remove. Further, there may be items the City Council believes should be on the Pending List but do not appear thereupon.

DISCUSSION:

To ensure the Pending List is reflective of those items on which the City Council desires staff to expend resources, staff respectfully requests the City Council discuss the current Pending List dated July 19, 2006 (Attachment #1), remove any items which the Council determines are no longer a priority (if any), and add any items desired. Additionally, staff requests the City Council provide direction as to a prioritization of the items on the pending list. Staff suggests the use of a three letter coding system as follows: A – High Priority (will appear on a Council agenda within 4 Council meetings; B – Medium Priority (will appear on a Council agenda within 8

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Council meetings; and C – Standard Priority (will appear on a Council agenda within 12 Council meetings).

Staff has also attached a complete listing of all items appearing on the tentative agendas out to the City Council agenda for the meeting of September 11, 2006 (Attachment #2). Once Council direction is received on the Pending List dated July 19, 2006, it will be incorporated with the comprehensive listing and this merged listing will become the official Pending List.

With the “clean-up” of the Pending List, the following process of agenda item placements will be in effect:

- (1) Council consensus to place an item on the Agenda shall be noted on the City Manager’s 24-Hour Report, complete with a future Council meeting date;
- (2) Items placed on the 24-Hour report will be transferred to the Pending List and the associated tentative agenda;
- (3) The City Council will be provided with the Pending List and the tentative agendas moving forward 4 Council meeting dates on the dais prior to each City Council meeting.

FISCAL IMPACT

Discussion of this item does not create a fiscal impact.

ATTACHMENTS:

1. Pending List dated July 19, 2006.
2. Listing of Tentative Agenda Items (to September 11, 2006).

OPTIONS

Staff desires to receive the City Council’s direction on the current Pending List and prioritization of the items thereon. However, the following options are available for Council consideration:

- (1) Discuss the Pending List and provide direction, including the prioritization of items (**recommended option**);
- (2) Direct staff to update the pending list without providing additional direction;
or,
- (3) Take no action and retain the current Pending List.

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MOTION:

That the City Council discuss the City Council Agenda Pending List and direct staff as deemed appropriate.