

**City of Culver City, California
Agenda Item Report**

Meeting Date: 05/23/11		Item Number: <u>A-4</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving the Format of the City Council Agenda.			
Contact Person/Dept.: Martin R. Cole		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: (E-Mail) All Public Notification Categories (05/19/11); (E-Mail) Persons who Spoke at the City Council Meeting of April 11, 2011 (05/19/11)			
Department Approval: Martin R. Cole (05/18/11)		City Attorney Approval: Carol Schwab / Heather Baker (05/18/11)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (05/18/11)		City Manager Approval: John M. Nachbar (05/19/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a resolution approving the format of the City Council agenda. <u>BACKGROUND:</u> On April 11, 2011, the City Council considered various recommendations related to the format of the City Council agenda. After significant discussion, the City Council approved the majority of items presented in the staff report (as will be discussed in greater detail below) and also adopted two motions related to the public comment periods. A copy of an excerpt from the City Council approved minutes for the April 11, 2011 meeting is attached. In addition to the two motions reflected in the minutes, the City Council also expressed consensus that the second public comment period would be available for persons who submitted a card prior to the first public comment period being announced but could not be accommodated during that first period. The second public comment period would be for a duration announced by the presiding officer. Staff has prepared a generic agenda (attached to the proposed resolution), the format of which reflects the direction of the City Council provided on April 11, 2011.			

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DISCUSSION

Following is a summary of the changes reflected in the generic agenda format:

(A) Cover Page of Agenda

The cover page of the Agenda has been completely rewritten to reflect the direction of the City Council. It also reflects the authority of the presiding officer (i.e. the Mayor or the Agency Chair) provided in the City Charter to establish different time limits. Staff recommends the presiding officer exercise this prerogative only in the case of extraordinary circumstances.

(B) Public Comment Periods (for items not on the Agenda and for Items on the Agenda)

These areas reflect the motions adopted by the City Council at the April 11, 2011 meeting.

(C) Continuing Items to another Meeting

The City Council did not express a desire to change the content of this area of the Agenda. The wording, with a few non-substantive changes, is now at the bottom of the cover page of the Agenda.

(D) Update with Respect to Availability of Agenda Items

The information on the cover page now reflects the current practice of the City.

(E) Additions and Reordering of Items on the Agenda

The following additional or reordered items are reflected in the agenda format as recommended in the April 11, 2011 staff report:

COMMUNITY ANNOUNCEMENTS/INFORMATION ITEMS FROM STAFF

RECEIPT AND FILING OF CORRESPONDENCE (Note: This item contains a deadline of 4:00 PM on the day of the City Council meeting for receipt by the City Clerk's Office of correspondence requested to be considered by the City Council at that evening's meeting.)

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CONSENT CALENDAR

ORDER OF THE AGENDA

JOINT ITEMS

(F) Submission of Comments in Other than Oral Form

The City Council authorized the City Clerk to issue a uniform process by which e-mail correspondence and comments on agenda items will be handled (including the deadline of 4:00 PM on the day of the City Council meeting for the submission of e-mail correspondence and comments in order to insure sufficient time for the City Clerk's Office to process and prepare these items for presentation to the City Council). Such process will be prepared and placed on the City's website and made available in the City Clerk's Office.

The City Council did not determine to make changes to the acceptance of presentations by the public in video or PowerPoint format. Therefore, no changes are proposed to past practice.

(G) Rules of Decorum

The City Attorney's and City Clerk's Offices are preparing an update to the City Council's Rules of Decorum and will present these proposals for the City Council's consideration in the near future.

(H) Authority of Presiding Officer

The authority of the Presiding Officer provided by the City Charter is now reflected on the cover page of the Agenda.

FISCAL IMPACT:

The adoption of the proposed resolution is expected to improve the efficiency of the City Council's meetings. Also, by dispensing with consent calendar items earlier in the evening, it is expected the City will minimize overtime and consultant costs for those staff/consultants who attend a City Council meeting for the purpose of being available for questions on consent calendar items. The amount of this savings is difficult to quantify.

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ATTACHMENTS:

Proposed Resolution

MOTION:

That the City Council:

Adopt a resolution approving the format of the City Council Agenda.