

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

Meeting Date: 12/14/2009		Item Number: A-4	
CITY COUNCIL AGENDA ITEM: Consideration of the Recommendation from the Agenda Format Subcommittee Related to the Format and Content of the City Council Agenda and Direction to Staff as Deemed Appropriate.			
Contact Person/Dept.: Martin R. Cole		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (12/09/09)			
Department Approval: Martin R. Cole (12/09/09)		City Attorney Approval: Carol Schwab (by H. Baker) (12/09/09)	
Chief Financial Officer Approval: Mark Scott (by M. Noller) (12/10/09)		City Manager Approval: Mark Scott (12/10/09)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council consider the recommendation from the Agenda Format Subcommittee related to the format and content of the City Council Agenda and direct staff as deemed appropriate. <u>BACKGROUND:</u> Pursuant to the general requirements of the Ralph M. Brown Act (Section 54950 et seq. of the California Government Code – The Brown Act), legislative bodies (including City Councils, Boards of Supervisors, Commissions, etc.) “shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.” Further, the Brown Act provides: “...The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker...” After several meetings, in consultation with staff, the Agenda Format Subcommittee (Mayor Weissman and Vice Mayor Armenta) has prepared a recommended update to the format and content of the City Council agenda for consideration by the City Council.			

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DISCUSSION:

The City Council's agenda for June 22, 2009 was used as an example of the existing format. An annotated copy of that agenda is attached. Following is a summary of the changes proposed by the Agenda Format Subcommittee:

- Generally, the "Cover Page" of the Agenda has been updated to reflect up-to-date language and to reflect practice. Because the updates were significant (and difficult to read in strikeout and underline format), a copy of the current cover page is provided for comparison purposes.
- Public Comments: The Subcommittee recommends three updates to the Public Comments areas:
 - (1) Clearly stating that an individual has up to three minutes to address the City Council
 - (2) **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** will have a maximum amount of 20 minutes allocated at the beginning of the meeting. Persons who could not be accommodated during this first public comment period or persons who arrived after the initial comment period will be afforded an opportunity to address the City Council at a second **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA** at the end of the meeting (this public comment period will have a maximum of 20 minutes allocated)
 - (3) Persons in the City Council Chambers may yield time to one other person and one person may only receive time from one other person. A person to whom time is yielded will be granted one additional minute (for a maximum of up to four minutes)
 - (4) Public Comments for Items on the Agenda remains the same as before, with clarification that yielding time is permitted.
- Consideration of Items: The Subcommittee recommends the City Council review its agenda at or around **10:00 PM** to see if it wishes to continue discussion or carry-over items to a future meeting (the former agenda stated **11:00 PM**)
- Meeting information has been updated to guide people to the City's website or the City Clerk's Office for personal assistance. The City's Agenda Line (a recorded telephone line which has been very sparingly used since the website has been upgraded is proposed to be discontinued)

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- An item **ANNOUNCEMENTS/INFORMATION ITEMS FROM STAFF** is proposed so that staff announcements are made separately from comments by the members of the public.
- **RECEIPT AND FILING OF CORRESPONDENCE** has been moved to the beginning of the Agenda. This allows the City Council to receive and file all correspondence for all items on the agenda prior to that item being considered by the City Council.
- The **CONSENT CALENDAR** has been moved to precede Public Hearings and Action Items. This is proposed to improve efficiency and to allow the City Council to take one action on items that are routine in nature and for which either Council Members or members of the public do not have comments or questions. Items pulled from the **CONSENT CALENDAR** may be either handled after the items passed on the **CONSENT CALENDAR** or handled later in the meeting (to be determined under **ORDER OF THE AGENDA** – see below).
- **LEGISLATION AND LEAGUE OF CALIFORNIA CITIES CITY ADVOCATE WEEKLY** is proposed to be removed. The City Manager will have proposals for the City Council's consideration on a more effective process for legislation.
- The **ORDER OF THE AGENDA** section has been added. At this time, the City Council may determine to change the order of the Agenda (to accommodate speakers or to take more pressing items out of the order presented).
- For **JOINT ITEMS**, a note has been added that to conserve resources, copies of **JOINT ITEMS** (including **JOINT PUBLIC HEARINGS**) are available with the City Council Agenda. Members of the public can still view or obtain copies of **JOINT ITEMS** on the City's website, at the City Clerk's Office, and at the Agency Secretary's Office.

At this time, staff recommends the City Council discuss these recommendations and, if desired, direct staff to prepare a resolution for consideration by the City Council at the January 4, 2010 meeting to implement the selected recommendations.

FISCAL ANALYSIS:

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All of the recommendations are proposed to improve efficiency of the meeting or to provide clarity (or both). While improved efficiency generally leads to lower costs, it is difficult to quantify the amount of such anticipated savings.

ATTACHMENT:

1. Annotated City Council Agenda for June 22, 2009
2. Current City Council Agenda Cover Page

MOTIONS:

That the City Council:

1. Consider the recommendations of the Agenda Format Subcommittee; and,
2. Direct the City Manager to prepare a resolution implementing the desired recommendations for presentation to the City Council on January 4, 2010.