

MEMO

Date: July 9, 2016

To: John Nachbar, City Manager

From: Jim B. Clarke, Mayor

Subj: PROPOSED CHANGES TO AGENDA FORMAT & PROCEDURES

I would appreciate if you would share the following memo and attachment with my colleagues prior to Monday night's Council meeting as I intend to request "three nodding heads" to agendize for a future Council meeting.

Background

In an effort to make the Council meetings run more efficiently while also hearing from and addressing the concerns and comments of the public as close to the beginning of the meeting as practical I offer the following changes to the current format and procedures of our Council agenda. In developing these recommendations I have had several meetings with both the Acting City Clerk and the Assistant City Attorney and have their concurrence.

Attached is the agenda from the June 13th Council meeting that indicates the proposed format and procedural changes. In summary, they include:

- Adding statement under "Authority of the Presiding Officer" that the presiding officer may reorder the items on the agenda . . . This is mentioned later but should be included here.
- The starting time of the Closed Session is listed on the agenda. Not currently listed.
- Presentations are conducted prior to the start of the Council meeting. This time would vary depending on the number of presentations but generally between 6:40 and 6:50. It is also the intent of the City Clerk to post the proclamations on the video screen and what proclamations were presented.
- Presentations to the Council by outside groups would still occur during the Council meeting.
- Community announcements by Council members limited to two minutes (except for memorial adjournment requests). Any additional announcements or requests to agendize items will be held to the end of the meeting.
- Joint public comment limited to 20 minutes. The presiding officer can decide whether speakers given two or three minutes. Any speakers beyond 20 minutes will be held over to the conclusion of business.
- "Order of the Agenda" moved up to before the Consent Calendar items.
- Consent Calendar. Items pulled by Council members for a brief question or comment will be handled during the period. Items pulled by Council members for discussion and debate or pulled by the public from comment cards will be considered later in the meeting by the presiding officer.

- Public Hearing and Action Items. Item with the most public comment cards may be considered first with the remaining items considered in the order presented unless re-ordered by the presiding officer.
- At end of meeting, Public Comment period continued until all speaker cards dealt with; Council member requests to agenda future items; adjournment (including memorial adjournment)