



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 16-145      **Version:** 1      **Name:** Proposed Changes for Agenda Format  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 8/11/2016      **In control:** City Council Meeting Agenda  
**On agenda:** 8/22/2016      **Final action:**  
**Title:** CC - (1) Discussion of Proposed Changes to the City Council Agenda Format and Procedures; and  
(2) If Desired, Adoption of a Resolution Approving the Proposed Changes to the Agenda Format.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. AgendaFormat\_Memo 07 09 16, 2. 16-08-22\_Resolution Approving City Council Agenda Format with Exhibit A

| Date | Ver. | Action By | Action | Result |
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**CC - (1) Discussion of Proposed Changes to the City Council Agenda Format and Procedures; and (2) If Desired, Adoption of a Resolution Approving the Proposed Changes to the Agenda Format.**

**Meeting Date:** 08/22/2016

**Contact Person/Dept:** Jeremy Green, Deputy City Clerk

**Phone Number:** (310) 253-5851

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☒      **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (08/16/16);

**Department Approval:** Serena Wright (08/16/16)

### RECOMMENDATION

Staff recommends the City Council (1) discuss the proposed changes to the City Council agenda format and procedures; and (2) if desired, adopt a Resolution approving such changes.

### BACKGROUND

Staff distributed a memo from Mayor Clarke, dated July 9, 2016, to the full City Council regarding “Proposed Changes to Agenda Format and Procedures” (Attachment No. 1). In summary, the memorandum outlines proposed changes to make City 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.

At the July 11, 2016 City Council meeting, Mayor Clarke requested and received support from a majority of the City Council to place an item on a future agenda pertaining to the proposed changes to the agenda format and procedures outlined in his memo.

## **DISCUSSION**

Exhibit A to the proposed Resolution outlines proposed changes to the agenda, using the truncated June 13, 2016 City Council agenda to indicate where the changes will be made (Attachment No. 2).

One of the primary changes is the proposal to move presentation items to after closed session items are concluded and prior to the 7:00 p.m. start time of the regular meeting. Other changes include, but are not limited to, clarifying that the Mayor has the prerogative to reorder items listed on the agenda; adding procedures for handling consent, public hearing and action items (i.e. allowing for items with the largest number of public speaker cards to be handled first); establishing a time limit for Council Member announcements at the beginning of the meeting; and moving the “Order of the Agenda” item to immediately after Public Comment.

Staff is requesting the City Council discuss the proposed changes to the City Council agenda format and procedures and, if desired, adopt the related Resolution.

## **FISCAL ANALYSIS**

There is no fiscal impact to discuss this item or adopt the proposed Resolution.

## **ATTACHMENTS**

1. July 9, 2016 Memo from Mayor Clarke Proposed Changes to Agenda Format and Procedures.
2. Proposed Resolution, including Exhibit A (Excerpts of June 13, 2016 City Council Meeting Agenda Reflecting Proposed Format and Procedural Changes).

## **MOTION**

That the City Council:

1. Discuss Mayor Clarke’s Proposed Changes to the City Council Agenda Format and Procedures; and
2. If desired, adopt a Resolution approving such changes; or

3. Provide other direction to the City Manager as deemed appropriate.