



AGENCY: City Council
MEETING DATE: October 11, 2016
DEPARTMENT: Admin Services
PRESENTED BY: Scott Schneider

AGENDA ITEM SUMMARY REPORT

TITLE:

RECEIVE REPORT REGARDING POSSIBLE MODIFICATIONS TO THE ORDER OF CITY COUNCIL AGENDAS AND PROVIDE DIRECTION TO STAFF

ISSUE:

The Council recently received a suggestion from a member of the public that the order of agenda items for City Council meetings be modified to place the Consent Calendar at the front end of the agenda. Putting the Consent Calendar at the beginning of the meeting would allow the public to learn, early on in a meeting, whether any items will be removed from the Consent Calendar for Council deliberation and action. The Finance and Administration Committee considered this matter on September 8, 2016. The Committee discussed moving the Consent Calendar to a place on the agenda immediately following the first Public Comments item but was unable to reach consensus as to whether such a modification was desirable or necessary. The Committee directed that the matter be brought to the full Council for discussion and possible action.

RECOMMENDED ACTION:

Provide direction to staff regarding whether or not any changes should be made to the resolution establishing the order of City Council agendas.

ALTERNATIVE ACTION(S):

No action.

ANALYSIS:

At the September 8, 2016 Finance and Administration Committee meeting, the Committee held a lengthy and lively discussion regarding the agenda order. Currently, Council agendas are ordered in the following manner:

1. Meeting Called To Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review
5. Mayor's Recognitions and Announcements
6. Staff Comments
7. Matters from Councilmembers
8. Public Comments on Non-Agenda, Consent Calendar & Closed Session Items (30 minute limit)
9. Public Hearing
10. Conduct of Business
11. Public Comments on Non-Agenda, Consent Calendar & Closed Session Items, Continued (additional 30 minutes, if necessary)
12. Consent Calendar
13. Closed Session
14. Adjournment

Prior to 2012, rules of procedure for the conduct of City Council business were included in the Municipal Code and, thus, any changes required an ordinance. In 2012, the Council performed a

comprehensive update to the FBMC and the rules of procedures were removed so they could be updated more flexibly and efficiently by resolution. Resolution No. 3556-2012 was adopted on July 9, 2012, establishing the Order of Business as shown above but without the split Public Comment session (See Attachment 1). The agenda order as shown in Resolution No. 3556-2012 was modified, on a trial basis, in February 2015 to allow for Public Comment earlier in the agenda. The current practice is that 30 minutes of public comment is allowed prior to the Public Hearing item, and (if needed) an additional 30 minutes of Public Comment may be provided after the Conduct of Business. If the Council is satisfied with the modified Order of Business, it should be memorialized by resolution.

Staff is also seeking direction from the Council regarding the possibility of placing the Consent Calendar earlier on the agenda. Based on a sampling of archival records, it appears that the Council has had the Consent Calendar at the end of its agenda since 1999. Our City Clerk reached out to other clerks throughout California and learned that most agencies place the consent calendar early on the agenda. Some have it very near to the beginning, others have it in the middle, but only one agency has it at the end of the meeting. The benefit of this, as noted above, is that folks who are interested in one or more consent calendar items can determine early on in the meeting whether those items will be approved without discussion or will be pulled from the consent calendar for discussion prior to action.

When a matter is pulled from the consent calendar, it is typically discussed and acted upon immediately following approval of the consent calendar. The Council should determine whether it wants to specify when the pulled items will be heard. The options are either: (a) immediately following adoption of the consent calendar, or (b) at the end of the Conduct of Business matters. Either way, the Council should allow for comments from the public on a consent calendar item during the Council’s consideration of that item (i.e., it should not be restricted to the comments received during the Public Comment period). The Finance & Administration Committee suggested that the agenda also clarify that the second Public Comment period will only be utilized if there are speakers who were present and requested an opportunity to speak at the first comment period but were unable to do so because of the 30 minute time limitation.

FISCAL IMPACT:

No fiscal impact exists with regard to the order of agenda.

IMPLEMENTATION/TIMEFRAMES:

If Council directs that the order of the agenda should be changed, a Resolution to implement those changes will be brought forward at the next City Council meeting.

ATTACHMENTS:

- 1. Resolution 3556-2012

NOTIFICATION:

- 1. David Gurney

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Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote: _____			
<input type="checkbox"/> Deferred/Continued to meeting of: _____			
<input type="checkbox"/> Referred to: _____			

