



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: September 8, 2016
TO: Finance and Administration Committee
FROM: June Lemos, City Clerk & Linda Ruffing, City Manager
AGENDA ITEM TITLE: Receive Report and Consider Making Recommendation to City Council Regarding Order of Agendas for City Council Meetings

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. Staff also suggests that the Committee consider putting the "Staff Comments" and "Matters from Councilmembers" agenda items at the end of the meeting.

DISCUSSION:

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 Hearings
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

One possible reordering of the Council agenda is as follows:

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

Our City Clerk reached out to other clerks throughout California and learned that most agencies place the consent calendar early on the agenda. 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, the Council typically discusses and acts upon it prior to continuing with the conduct of business. One potential issue associated with putting the consent calendar up front on the agenda is that it would come before the continued Public Comments and, at times when there is a great deal of public comment, commenters on consent calendar items may not be heard until after action on the consent calendar.

Moving Matters from Councilmembers and Staff Comments to the end of the meeting would allow Councilmembers and staff to provide comments addressing and/or clarifying issues raised earlier in the meeting. On the flip side, by putting these items at the end of the agenda, the number of people attending and/or listening to the meeting may have diminished.

The last time the agenda order was formally modified was July 9, 2012 by Resolution No. 3556-2012 (attached). It was informally modified in February 2015 to allow for 30 minutes of public comments earlier in the meeting and an additional 30 minutes after the Consent Calendar, if needed. The Committee should consider and provide direction regarding where public comments should appear in the agenda order.

RECOMMENDATION:

Provide direction to staff on the proposed order for of Council meeting agendas. If the Committee recommends that the agenda be re-ordered, staff will prepare a resolution for Council consideration.

ATTACHMENTS:

Attachment 1: Resolution 3556-2012