



*City of Arts & Innovation*

# GOVERNMENTAL AFFAIRS COMMITTEE

**TO: COMMITTEE MEMBERS**

**DATE: FEBRUARY 03, 2016**

**FROM: CITY MANAGER'S OFFICE**

**WARDS: ALL**

**SUBJECT: REVIEW SUGGESTIONS FOR CODIFYING PROCEDURE OF THE CITY COUNCIL AGENDA-SETTING MEETING INTO RULES OF PROCEDURE AND ORDER OF BUSINESS FOR THE CITY COUNCIL**

## **ISSUE:**

Review suggestions for codifying the procedure for the City Council agenda-setting meeting into the Rules of Procedure and Order of Business for the City Council, from Resolution No. 22796.

## **RECOMMENDATIONS:**

That the Committee review the suggested procedures and forward the Committee's recommendations to the City Council.

## **BACKGROUND:**

On November 3, 2015, Councilmember Soubirous brought forth a report (Attachment 1) to the City Council regarding the review, development and implementation of written protocols for City Council agenda setting meetings, known as "agenda conferences". The report referred to the fact that Resolution No. 22796 and the City Charter do not provide guidelines or procedural policy regarding the conduct of agenda-setting meetings.

Councilmember Soubirous raised the following items for consideration:

1. Determination of days/times City Council agenda-setting meetings are held;
2. Define the roles of the Mayor and Mayor Pro Tempore;
3. Determination of Chairperson;
4. Allow voluntary attendance of councilmembers, by less than a quorum;
5. Define roles and extent of executive management and staff attendance;
6. Review of pending proposed agenda items submitted by Council and priority of placing items on the Council agenda, and any other presentations or information;
7. Council's items should always be considered a priority for scheduling;
8. Indicate on the agenda which Councilmember initiated the item; and
9. Council should also consider public attendance/participation in the agenda-setting meeting.

During Council deliberation, Councilmember Perry suggested the following protocols:

1. City Manager facilitates the agenda-setting meeting;
2. Membership in agenda-setting meeting includes City Manager, City Attorney, City Clerk, Mayor and Mayor Pro Tempore. In the event that any of these representatives cannot attend the meeting, they may send a representative;
3. The City Manager can include any City staff members that s/he deems appropriate;
4. The agenda-setting meeting occurs on Wednesdays;
5. When a City Councilmember asks for an item to be placed on the agenda, a timeframe must be included. The City Clerk will track these on the perpetual calendar. It is the Mayor Pro Tempore's job to track these items and ensure they are addressed at the agenda-setting meeting. If an item is not addressed in the timeframe noted, the Mayor Pro Tempore will provide written notification to the requesting City Councilmember; and
6. Agenda items initiated by a Councilmember will include that Councilmember's name and the specific type of item requested (action vs. discussion).

The City Council directed staff to synthesize Councilmember Soubirous' report and Councilmember Perry's suggested protocols and bring a report with recommendations to the Governmental Affairs Committee.

### **DISCUSSION:**

In essence, the City Council wants to codify the agenda-setting meeting process to clarify the following:

1. When do the meetings take place?
2. Who attends?
3. Who chairs the meeting?
4. What are the roles of the Mayor and Mayor Pro Tempore, and executive management?
5. How are Councilmembers' referrals tracked, prioritized, and cited?

Based on Council direction and staff input, the following procedure is recommended:

1. Agenda-setting meeting takes place on Wednesdays, and sets the following two Council agendas.
2. Membership includes Mayor, Mayor Pro Tempore, City Manager, City Attorney, City Clerk, and Assistant City Managers. In the event that any of these representatives cannot attend the meeting, they may send a representative.
3. The City Clerk, as the City official who manages and publishes the agenda, serves as the chairperson.
4. The role of the Mayor and Mayor Pro Tempore, in addition to collaborating as team members with executive management to set the agenda, is to track Councilmembers' referred items and ensure they are placed on the agenda. If an item is not addressed in the timeframe noted, the Mayor Pro Tempore will provide written notification to the City Councilmember(s) who made the referral. The City Clerk's Master Meeting Calendar will be used as the tracking tool (Attachment 2).
5. When a City Councilmember refers an item to be placed on the agenda, a timeframe must be included, it will include that Councilmember's name, and the specific type of item requested (action vs. discussion). Council's items should always be considered a

priority for scheduling.

Once the City Council finalizes the agenda-setting meeting procedure, staff will bring the new language back for an amendment to Resolution No. 22796, Rules of Procedure and Order of Business for the City Council.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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**Attachments:**

1. Council Report November 3, 2015, Item #19
2. Master Meeting Calendar