

COUNCIL AGENDA: 09-18-12
ITEM: 2.13

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Dennis Hawkins, CMC
City Clerk

for [Signature]

SUBJECT: SEE BELOW

DATE: 9-13-12

SUBJECT: RESOLUTION AMENDING THE COUNCIL'S RULES OF CONDUCT OF MEETINGS

RECOMMENDATION

As recommended by the Rules and Open Government Committee on September 12, 2012 and outlined in the attached memo previously submitted to the Rules and Open Government Committee, adopt a resolution amending the Rules for the Conduct of City Council and City Council Committee Meetings and superseding Resolution No. 76184.



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Dennis D. Hawkins
City Clerk

SUBJECT: Resolution Amending the Rules
of Conduct of Meetings

DATE: September 7, 2012

RECOMMENDATION

Forward the proposed Resolution amending the Rules for the Conduct of City Council and City Council Committee Meetings and superseding Resolution No. 76184 to the City Council for consideration at the September 18, 2012 Council meeting.

OUTCOME

The draft Resolution amending the Rules for the Conduct of Meetings permits flexibility for the Council to schedule public hearings.

ANALYSIS

We have prepared a proposed Resolution amending Resolution No. 76184; the changes are in ~~strikeout~~ or underscore to facilitate review.

Flexibility in Scheduling Public Hearings (Planning Items): The proposed Resolution modifies Rule 4 and allows the Council flexibility in scheduling public hearings, typically Planning items, by permitting the Rules and Open Government Committee to prescribe the time for hearings and matters publicly noticed or ordered to be held by the Council, provided that the prescribed time is consistent with any required public notice.

New standard language will notice public hearings at 1:30 p.m., rather than 7:00 p.m. The notices will inform persons that a matter will be heard at 1:30 p.m. or as soon thereafter as the matter may be heard by the Council. Planning notices have been modified to inform the public to refer to the Amended Agenda for the timing and scheduling of specific items. The Amended Agenda is available 72 hours prior to the Council meeting and hearing.

However, the Rules Committee will have flexibility to schedule items with significant community interest to be heard in the evening on that date. In the preparation of draft Agendas, staff will identify those items recommended to be heard at 7:00 p.m.

Recommendations of items to be scheduled for the evening session will be based upon the nature of the specific item, public feedback received, the level of testimony or interest on the item at the Planning Commission hearing, or other factors.

Changes to City Council Agenda Format: The Agenda format defined in Rule 2 is proposed for modification to reflect the flexibility in scheduling land use items, as shown below.

CLOSED SESSION

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ORDERS OF THE DAY

CLOSED SESSION REPORT

CEREMONIAL ITEMS

CONSENT CALENDAR

STRATEGIC SUPPORT SERVICES

COMMUNITY & ECONOMIC DEVELOPMENT

NEIGHBORHOOD SERVICES

TRANSPORTATION & AVIATION SERVICES

ENVIRONMENTAL & UTILITY SERVICES

PUBLIC SAFETY SERVICES

REDEVELOPMENT - SUCCESSOR AGENCY

OPEN FORUM

GENERAL PLAN HEARINGS

LAND USE ~~PUBLIC HEARINGS~~ (for specially noticed items)

OPEN FORUM (for afternoon and, if held - evening meetings)

ADJOURNMENT

PUBLIC OUTREACH/INTEREST

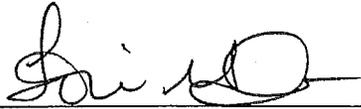
This memorandum is posted on the City's website for the September 12, 2012 Rules and Open Government Committee Agenda and the September 18 City Council Agenda.

COORDINATION

The City Clerk's office worked in conjunction with the City Manager's Office and City Attorney's office in the preparation of these suggested changes.

CEQA

Not a project.



DENNIS D. HAWKINS
City Clerk

For questions please contact Lisa Herrick, Sr. Deputy City Attorney, at 535-1963.