

# Memorandum

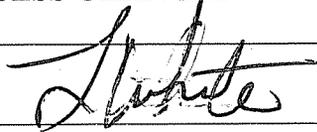
**TO:** SENIOR STAFF

**FROM:** Nadine Nader

**SUBJECT: COUNCIL AGENDA AND STUDY  
SESSION PROCESS CHANGES**

**DATE:** February 15, 2007

Approved



Date

2/27/07

## INFORMATION ONLY

On February 6, 2007, the City Council approved several items related to the Reed Reforms, including some changes to the Council Agenda Process. On February 14, 2007, the Rules and Open Government Committee approved additional changes related to study sessions. It should be noted that the Sunshine Reform Taskforce also continues to deliberate on this issue and will be making recommendations to the City Council in the near future. The information below provides an overview of these changes as well as the new process for requesting that a study session be set by the Rules and Open Government Committee.

### COUNCIL AGENDA CHANGES

***Reed Reform # 5, Prohibit late staff memos so that the public can have a greater opportunity to respond to proposals and fully participate in the debate.***

Reed Reform #5 prohibits late staff memos. This means that every item on the City Council Agenda will need to have a corresponding memorandum included in the original City Council Agenda Packet that is distributed 11 days prior to each Council Meeting. Exceptions to this rule are as follows:

1. Planning Commission action where there was no significant change to the project description provided in the exhibit memo;
2. Contract Bid Awards or procurement contracts where the initial memo was distributed to the City Council on time;
3. Supplemental memos where additional information has been received after the initial memo was released, granting Council the opportunity to receive the information and determine whether to hold the hearing or defer the matter;
4. Emergency items that may need to be added to the agenda to preserve public welfare (i.e., health, safety, and financial matters) and that need immediate Council action.
5. Grant application memos where the Administration needs Council authority to submit applications and grant deadlines do not allow conformance with the 10 day requirement;
6. Council Committee minutes and, as already acted on by Rules & Open Government Committee on January 17, 2007, Council Committee packets, which will be distributed 7 days in advance of a meeting;

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7. Items where Council action is required to satisfy legal deadline; and,
8. Items heard by a Council Committee that require full Council action (commonly referred to as “one week turnaround to Council”).
9. Reports regarding the second reading of an ordinance, provided that no substantial/material changes have been made from the first reading of a proposed ordinance.

Additional new Agenda Process elements include:

- Maintains the 14 day early distribution of reports of significant public interests,
- Discontinues the opportunity for the Council to waive the 2-week report distribution requirement by 2/3 majority vote (if items do not make the 2-week report distribution, staff will need to report this to the Rules Committee for a determination of the item), and
- Maintains the recent procedures implemented in support of Reed Reform #5, 10-day report distribution requirement.
- When an item is on the agenda and does not have a corresponding memorandum, the item will be automatically deferred.
- Staff may request to the Rules Committee that “time certainties” be established for items where staff may need to attend or where there is significant public interest.

Due dates for Council Memos have not changed and memos are still due 21 days prior to each Council Meeting. This process may be reevaluated in the future depending on the success rate of the 10-day rule.

## **STUDY SESSION PROCEDURES**

At the Rules and Open Government Committee’s direction, staff has established certain days for study sessions to be scheduled. These are the third Mondays and fourth Thursdays of each month as well as Tuesdays after cancelled Council Meetings. The reserved time block is from 9-12p.m. Attachment A provides the schedule and document due dates for the period August – December 2007. This approach will facilitate scheduling conflicts and room reservation logistics.

Staff has developed the below criteria so that the Rules and Open Government Committee can make the determination to set a study session. In addition, the attached study session request memo (Attachment B) has been developed and includes the below criteria for staff to complete when requesting that a study session be set as well as a new Study Session Memo Format (Attachment C). The new memo format includes an opportunity to provide a recommendation if needed as well as the outcome, purpose of the study session and next steps, which should include when the item will return to Council.

**Criteria 1: Multiple Committee Report Out:** Items where multiple reporting to Committees is needed because the topic spans over more than one topic area and may warrant a study session.

**Criteria 2: Multiple City Service Area:** If a topic area spans over more than one City Service Area, staff recommends that a study session may be needed to facilitate presentation of the topic to Council.

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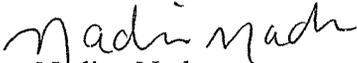
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**Criteria 3: Citywide Policy/Issue:** If a topic is of Citywide significance and staff is requesting input and direction from Council in order to proceed with the topic area, staff recommends holding a special study session to obtain this input.

**Criteria 4: Significant Public Interest:** In cases where there is significant public interest, it may be beneficial to dedicate a session to the topic area.

**Criteria 5: Outside Organization Participation:** In some instances, outside organizations participate with the Council in a study session forum.

We will continue to keep you posted on other changes to the agenda process as they are approved by the City Council. If you have any questions, please contact Nadine Nader at x58104.

  
Nadine Nader  
Agenda Services Manager

# CITY STUDY SESSION SCHEDULE AUGUST 2007 – DECEMBER 2007

## STUDY SESSION SCHEDULE AUGUST – DECEMBER 2007

Date	Material Due Dates
Monday, August 20	August 6
Thursday, August 23	August 9
Tuesday, September 4	August 20
Monday, September 17	August 31
Thursday, September 27	September 13
Tuesday, October 9	September 24
Monday, October 15	October 1
Thursday, October 25	October 11
Tuesday, November 13	October 30
Monday, November 19	November 5
Thursday, November 22	
Monday, December 17	December 3

**NOTE:** All of the above dates have reserved timeblocks from 9-noon in the Council Chambers with the exception of Mondays, which have a timeblock of 1-4p.m.

**KEY:**  = Study Session Cancelled



Rules Committee:  
ITEM:

# Memorandum

**TO:** Rules and Open Government  
Committee

**FROM:**

**SUBJECT:**

**DATE:**

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Approved

Date

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## RECOMMENDATION

Note recommendation with the title of study session, time and location.

## PURPOSE OF STUDY SESSION

What is the purpose of this study session. Note what decisions staff is seeking from Council.

## OUTCOME

Note what is the overall outcome of the study session.

## BACKGROUND

Provide a very brief background section.

## ANALYSIS

Include

## STUDY SESSION CRITERIA

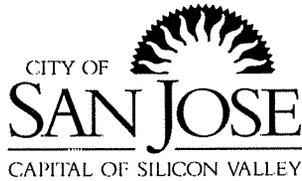
Check off criteria below that apply to the reasoning behind needing a study session on this specific topic and include more detailed explanation below if needed

- Criteria 1:** Due to the nature of the topic area, may report to more than one Committee.
- Criteria 2:** Topic area falls under more than one City Service Area.
- Criteria 3:** Topic is a Citywide issue/policy that needs Council's direction and input to proceed.
- Criteria 4:** There is a significant amount of public interest and requires a study session to accommodate public input.
- Criteria 5:** There are outside organizations that need to participate or sit on a panel.

## COORDINATION

NAME  
Title

Study Session Date:



# Memorandum

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**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Name of Department Head

**SUBJECT:** TITLE OF REPORT

**DATE:** Date Memo is due

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Approved

Date

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**COUNCIL DISTRICT:** # or City-Wide  
**SNI AREA:** (If applicable)

**RECOMMENDATION** (If applicable)

Provide a recommendation if you would like Council to take a specific action.

**OUTCOME** (Mandatory)

This section should detail the results/outcomes of the study session

**PURPOSE OF STUDY SESSION** (Mandatory)

This section should detail what decisions/direction needed from the Council. *Reference attached agenda and materials.*

**BACKGROUND** (Mandatory)

Provides a narrative statement describing the nature of the project or issue and background to date. This section is to include, but not be limited to, the reason for the report; what party initiated the item; previous Council consideration or action; any existing policy related to the item; or reference to legal ruling. It is to be limited to factual matters rather than conclusions.

**ANALYSIS** (Mandatory)

Presents possible solutions to the issue stated under **BACKGROUND**. Provides information to make Council aware of the ramifications of its decision.

If applicable, summarize the policy, procedure or Code Section(s) that is the basis for this action.

Re: **SUBJECT**

DATE

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**POLICY ALTERNATIVES** (If applicable)

Provides a brief listing of the various courses of action available to the Council based on issues covered in **ANALYSIS**. Lists some alternatives with potential positive and negative ramifications and projected cost, and why staff decided to go with the recommended action. Use the below format for this section:

*Alternative #:* (Description)

**Pros:**

**Cons:**

**Reason for not recommending:**

**PUBLIC OUTREACH/INTEREST** (Mandatory)

The purpose of this section is to describe discussions that have occurred with the public, stakeholders, community groups and/or other governmental agencies. Staff will be asked to use the following checklist to determine if items are to be considered items of “Significant Public Interest”, thus requiring additional notification per the matrix below. Please note the outreach that was done.

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

These modes of notification should only supplement outreach efforts undertaken or are planned to be undertake. Additional outreach should be noted as a result of the determination that the item was of “Significant Public Interest”.

**COORDINATION** (Mandatory)

Statement indicating City Departments and/or Offices that have been consulted with for the preparation of the report.

**NEXT STEPS** (Mandatory)

Note any next steps, timelines and when this issue will return to Council for action, and what will be the action requested.

DEPARTMENT HEAD  
Title, Department

## STUDY SESSION NAME

**Date**

**Time**

**LOCATION**

- Purpose: (What is the purpose of the Study Session?)
- Outcome: (What do we want to achieve?)

***Insert Agenda Items (Note recommendation if needed)***

1. **Subject**  
**Recommendation:** (What action, if any, is required?)
  2. **Subject**  
**Recommendation:** (What action, if any, is required?)
  3. **Subject**  
**Recommendation:** (What action, if any, is required?)
  4. **Subject**  
**Recommendation:** (What action, if any, is required?)
  5. **Subject**  
**Recommendation:** (What action, if any, is required?)
- Open Forum
  - Adjourn