



Office of the City Manager

INFORMATION CALENDAR

March 11, 2014

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: Updating Public of Changes to Agenda After Consent Calendar

INTRODUCTION

Beginning with the November 19, 2013 City Council meeting, the City Clerk Department has implemented a new process to update the public of changes to the meeting agenda.

CURRENT SITUATION AND ITS EFFECTS

At the October 29, 2013 meeting, City Council referred to the City Manager to explore methods for notifying the public of changes to the Council's agenda. Staff evaluated a variety of options and determined that displaying a hardcopy update of the changes to the agenda at the conclusion of the Consent Calendar is the most efficient and effective method for notifying the public in attendance at the meeting.

Staff implemented this new process beginning with the November 19, 2013 Council meeting. At the conclusion of Council's discussion of the Consent Calendar, City Clerk staff prepares a hardcopy update for display in both the Council Chambers and in the hallway outside of Chambers. The update reflects all remaining items to be considered on the Action Calendar, items that were moved to the Consent Calendar, and items that were held over to a future meeting date. This method allows staff to rapidly record the changes to the agenda, and display the update for public review immediately following Council's discussion. The notice is posted once at the conclusion of the Consent Calendar, and does not reflect subsequent actions taken by Council on items on the Action Calendar.

Since implementation of the displayed update, staff has received positive feedback from the public. The update is consistently posted in the same two locations, and meeting attendees are able to quickly determine which items will be considered on the Action Calendar. The displayed update is especially helpful during crowded meetings when it may be difficult for all members of the audience to hear the changes being made to the agenda. The update is also useful for individuals who arrive at the meeting after the conclusion of the Consent Calendar and were not in attendance when changes were being made to the agenda.

BACKGROUND

At the time the Consent Calendar is taken up for consideration, Council determines whether to move items on the agenda for Action or Information to the Consent Calendar, or move Consent Calendar items to Action. Items that remain on the Consent Calendar are voted on in one motion as a group. This process is provided for in the Council Rules of Procedure and Order, most recently updated on June 4, 2013 with Resolution No. 66,180-N.S.

Following Council's discussion of the Consent Calendar, the public may comment on any items that are either on the amended Consent Calendar or the Information Calendar. At the conclusion of the Consent Calendar, the public may then comment on each remaining item listed on the agenda for Action as the item is taken up.

In order for the public to effectively participate in the meeting, it is important that information regarding this process be readily available so that individuals may utilize opportunities to comment on items on the agenda that are of interest to them.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental impacts or opportunities associated with the subject of this report.

POSSIBLE FUTURE ACTION

No future action has been identified at this time. Staff continuously strives to identify ways to enhance the public's participation in City Council, commission, board, and committee meetings.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

None.

CONTACT PERSON

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