

Council Transition Work Group Report

Work Session Briefing June 16, 2016

The Transition Work Group is bringing forward proposed procedures to address various aspects of the Council Committee and Agenda processes, as follows:

Public Testimony at Committee Meetings:

- The intention is to be clear on the committee agenda so the public is well notified.
- Use the term “Public Comment,” **not** “Public Hearing”
- Create a general policy of 5 speakers at 3 min each for general citizen communication, with exceptions granted by Chair as deemed appropriate.
- Standardize language on agendas for committees to denote type of comment taken:
 - *Under Citizen Communication:* “Citizens may speak on topics not posted on the agenda for committee action”
 - Create a standard heading that says “Items for Committee Action”
 - *Under Items for Committee Action:*
 - “No public comment will be taken for items not posted for committee action”
 - “Committee Members reserve the right to ask questions of the public speakers on any agenda items, including after the public comment has ended.”
 - “Committee decisions are only recommendations to the full Council”

Process of Committee Referral:

- **Items Referred to Committee by the Council Vote:**
 - **Send the item to committee and table.** *(The Council chooses not to initiate further action.)* With this directive, the designated Council Committee(s) will have the item posted on the next committee agenda to which the item can be legally posted. The committee chair and members still have the authority to discuss or not discuss the item at their discretion. The Council will not see this item back on their agenda unless there is action taken to place it back on the agenda by the methods laid out in the ordinance (sent back to Council by committee; co-sponsorship by Council Members; placed back on agenda by City Manager; etc.).
 - **Send the item to committee and postpone.** *(The Council wishes to take further action.)* With this directive, the designated Council Committee(s) will have the item posted on the next committee agenda to which the item can be legally posted. The Council will see this item on a future date, designated either by a majority vote of the Council or as set by the Mayor or otherwise, whether or not the designated committee has heard or recommended the item in the intervening time. The committee chair and members still have the authority to discuss or not discuss the item at their discretion.

- **Referring Items to the Committees by the Mayor or two Council Members (who are not a sitting member of the Committee):**
 - A Council Member fills out the “Item for Committee Referral Form” and e-mails it to the Mayor’s Office, indicating the co-sponsorship of another Council Member
 - The Mayor’s office will make a committee assignment and alert the Clerk’s office and the appropriate committee chair and members that the item shall be posted on the upcoming committee agenda, if the emailed Form is received prior to the close of business at least twelve business days before the committee hearing.
 - If the emailed Form is received by the Mayor’s office with insufficient time for posting at the next committee meeting, then the item will be posted on the agenda at the committee’s following meeting.

- **Items Referred from Boards and Commissions to a Council Committee:**
 - When a Board or Commission makes a recommendation for City Council policy, the recommended action shall be sent by the Clerk to the Mayor and Council. Thereupon, the Mayor’s office will make a committee assignment and alert the Clerk’s office and the appropriate committee chair and members that the item shall be posted on the next committee agenda on which it may be properly posted.
 - The item should be listed under a section of the committee agenda titled “Potential future items, not open for public comment.”
 - Any Committee Member may request that one of these items be moved from the “Future Items” category to the discussion and/or action sections for an upcoming meeting.

- **Referring Items back to the full Council from Committee:**
 - Post original Council Item in the Council agenda item backup and also include all documents (minutes, substitute recommendations, presentations) that have tracked along with the item in time to be posted for the Council Regular Meeting Agenda.
 - An item, resolution, or ordinance may be referred from a Council committee to a specific Council Agenda by a majority vote of the committee. City staff shall place the item on the Council agenda for action on the date designated by the committee as the committee instructs.
 - It is preferable that a recommendation to the Council from a committee includes resolution or ordinance language, but it is not required for placement on the Council Agenda.
 - If a committee recommendation does not include specific resolution or ordinance language, Council Members may submit draft resolution or ordinance language to the Agenda office as back-up for the committee recommendation. Any Council Members may also submit substitute resolution or ordinance language as back-up, or bring these forward at the Council meeting.

- The draft resolution or ordinance language that is in back-up for an item on the Council agenda referred from committee will clearly be labeled as either “resolution/ordinance recommended by committee” or as “backup submitted by Council Member/Mayor.”
- If an item goes back to the full Council through the City Manager’s Office because the committee took no action, it should go back into the staff recommendations area of the agenda. It should include notation in the posting language that it was heard at committee with no action taken.

Agenda posting language for items:

- Use consistent posting language so that public can track the item.
- When the committee changes the content so that original posting and the standard item are no longer the same, the posting will have the original recommendation language and the committee language posted on the agenda together. *(A sample that will be used moving forward is provided as Attachment A)*

Transition Committee Items for Future Discussion:

The Transition Committee continues to discuss the following procedural issues and will bring additional items back to Work Session for the Council’s consideration:

- Coordination with Boards and Commissions
- Tracking Boards and Commissions to a primary relational committee
- Standardization of committee documentation (Committee Minutes, Reports, Agenda Language)
- Council item tracking system (currently used by CM Troxclair)
- Tracking Resolutions
- Posting Notice requirements
- Assistance for public in understanding process (videos, flow charts, etc)
- Mayor’s participation in Committee meetings