

## *Memorandum*

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**SUBJECT:** COUNCIL AGENDA ORDER  
CHANGE AND ADMINISTRATIVE  
CLEAN-UP AMENDMENT TO  
RULES OF CONDUCT  
RESOLUTION

**FROM:** DAVID SYKES,  
City Manager  
RICHARD DOYLE,  
City Attorney

**DATE:** December 16, 2019

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### **RECOMMENDATION**

1. Adopt a resolution amending the Council's Rules for the Conduct of Its Meetings, Superseding Resolution No. 78145, to change the Council agenda order, include the Smart Cities and Service Improvements Committee as a Council Standing Committee, and delete board and commission appointments from the Rules and Open Government Committee policy areas.
2. Place the item on the January 14, 2020 Council Agenda for action.

### **OUTCOME**

The proposed resolution will streamline Council meetings to allow shorter agenda items earlier, and will formalize the rules that have been in practice with respect to the Smart Cities and Service Improvements Committee and the Rules and Open Government Committee.

### **BACKGROUND**

#### **1. Agenda Order**

Over the past year, the City has considered more housing-related agenda items to address the housing crisis and related issues. Such items often require hours of public input, and are heard in the late afternoon in order to allow the public to attend. Other items that have been later in the agenda order, such as Airport or Clean Energy Department items, often are shorter items that are handled more expeditiously. However, staff from those departments must wait through the earlier agenda items before their items are heard.

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### 2. Standing Council Committees

#### a. Rules and Open Government Committee

In 2014, as a result of the effort to streamline Boards and Commissions processes, appointments are now taken directly to the City Council instead of going to the Rules Committee first for review. The goal was to minimize vacancies and allow Boards and Commissions to continue meeting in a fully constituted manner. However, the Rules of Conduct Resolution has continued to include board and commission appointments as part of the Rules Committee's policy areas.

#### b. Smart Cities and Service Improvements Committee

On January 27, 2017, the City Council approved the Smart Cities and Service Improvements Committee as a Standing Council Committee. This committee was inadvertently omitted in the subsequent update to the Rules of Conduct Resolution. It should be noted that, in practice, this Committee has followed the requirements of a Standing Council Committee, including having meetings noticed as such under both the Brown Act and the City's Sunshine (Open Government) Resolution.

## ANALYSIS

### 1. Agenda Order

To more effectively utilize staff time and public resources, and to allow more public access to housing items, staff recommends the following agenda order change.

Current Agenda Order	Changed Agenda Order
2. Consent Calendar	2. Consent Calendar
3. Strategic Support Services	3. Strategic Support Services
4. Community & Economic Development	4. Public Safety Services
5. Neighborhood Services	5. Transportation & Aviation Services
6. Transportation & Aviation Services	6. Environmental & Utility Services
7. Environmental & Utility Services	7. Neighborhood Services
8. Public Safety Services	8. Community & Economic Development
9. Redevelopment – Successor Agency	9. Redevelopment – Successor Agency
Open Forum	Open Forum
10. Land Use	10. Land Use



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2. Standing Council Committees

a. Rules and Open Government Committee

Since Board and Commission appointments are taken directly to the City Council, it is recommended that such appointments be removed from the Rules Committee's policy areas. The Rules Committee will continue to have input on policies and procedures governing boards and commissions.

b. Smart Cities and Service Improvements Committee

Due to oversight, the Smart Cities and Service Improvements Committee was not formally included as a Standing Council Committee in the Rules of Conduct Resolution. However, this Committee has continued to function as one, including submitting annual workplans to the Rules Committee for approval.

CONCLUSION

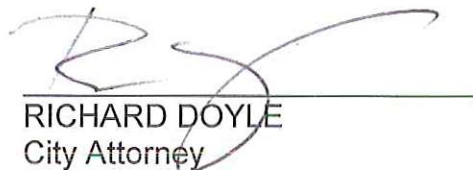
For the reasons specified above, it is recommended that the Rules Committee recommend that the Council adopt the attached administrative clean-up amendment to Resolution No. 78145 to change the agenda order, remove boards and commission appointments from the Rules Committee's policy areas, and formally include the Smart Cities and Service Improvements Committee as a Council Standing Committee.

COORDINATION

This memorandum has been coordinated with the City Clerk's Office.



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City Manager



RICHARD DOYLE  
City Attorney