

**Topic #10:** Transportation & Public Works Committee meeting schedule

**Purpose:** Seek direction from the committee regarding staff exploring adding a second monthly meeting.

**Background:** The T&PW Committee tends to have many projects/issues with tight deadlines. Having only one meeting per month has the potential to impact the City's ability to deliver timely projects, especially with respect to going out to bid and awarding bids.

**Question:** May staff review options pertaining to adding a second monthly meeting on the first Thursday of each month? Note: The PED Committee currently meets on that day so there may be a time conflict that will need to be addressed.

**City Clerk recommendation:** None. Request from the Public Works Director.

## **Topic #11:** Referral of Agenda Items

**Purpose:** Seek committee input on the handling of referring agenda items

**Background:** Current practice has been to have the Council approve referral of all agenda items to a committee prior to a Regular Council Meeting (RCM) for Council action, whether the request is from the Council or the City Manager.

There are times when this process may delay items, or the lengthy process may be unnecessary.

Examples:

Potential delay:

Last Council meeting was 1/22/19.

Next Council meeting is 2/12/19

Next PED meetings are 2/7/19 and 3/7/19.

If staff becomes aware of an item that needs PED review between 1/22 and 2/26, it would first need to be referred to PED at the 2/12 or 2/26 meetings and then it wouldn't be reviewed by the PED committee until their 3/7 meeting.

All items for the 3/12 Council packet are due on 3/7, so either staff would put the item in the packet hoping the committee will recommend approval as is, or have to delay the item to the 3/26 Council meeting. If at the 3/26 meeting Council decides to move it to 4/9 as an Action Item, this item would potentially be delayed for a total of 77 days.

Potentially unnecessary:

Each year the City Council approves a variety of contracts with the same companies for the same services, within the budgeted amount. These items were approved in the budget and may have been discussed during the budget workshop.

Current language in the admin procedures is as follows:

Section 3. Council Committees and Representatives

(C) ... The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Council or the City Manager...

### **Questions:**

- (1) Current language states the City Manager can refer items to the committees, but staff is not aware of this option being utilized as part of current practice. Does the committee want the City Manager to utilize his discretion to refer items directly to committee, especially when timing is an issue, or if an item is ministerial?
- (2) Does the committee want to consider adding language to the procedures providing more details on the process for referral of items?
- (3) Does the committee want to consider language so when the City Manager is speaking under Key City Issues and Requests for referral, he has the following options for requesting referral:

- a. Refer to a committee
- b. Refer to a RCM as an Action Item, without committee review\*
- c. Refer to a RCM as a Consent Agenda item, without committee review\*

\*Referring directly to a Regular Council Meeting would require explanation as to the reasons in addition to Council concurrence.

- (4) Does the committee want to consider language allowing Council Standing Committees to refer items directly to the Consent Agenda (all items placed on the Consent Agenda can still be removed from the Consent Agenda at a meeting to be discussed under Unfinished Business if so requested)?

**City Clerk recommendation:** None.

**Options for next steps:**

- (1) Make requested revisions and take to a Regular Council Meeting for action
- (2) Make requested revisions and bring back to an A&F Committee meeting for final recommendation