

Meeting Management Matrix

Number	Procedure or Structure	City Council Action Date	Description	Current Status
1.a	Council Meeting Start Time	10/1/2013 Reso. 13-0066	Regular City Council meetings to start at 6:00 PM with Ceremonial Matters with a 30 minute limit heard first	Implemented with October 15, 2013 agenda
1.b	Parking Restrictions at City Hall During City Council Meetings	8/13/2013	Provide free parking at the Civic Center structure after 5:00 PM on weeknights – 90 day pilot	Implemented when? Loss revenue/how is it working? Was there a report back?
1.c	Placement of Community Announcements on City Council Agenda	10/1/2013 Reso. 13-0066	Community Announcements to remain early on the Agenda with clarification that announcements should be for upcoming events	Implemented with October 15, 2013 agenda
1.d	Scope of Permissible Audience Participation Matters	10/1/2013 Reso. 13-0066	Audience Participation to be titled Public Comments on Non-Agenda Items within the subject matter jurisdiction of the City Council limited to 30 minutes with a second session near the end of the Agenda titled Additional Public Comment for those who did not speak in the first session	Implemented with October 15, 2013 agenda
1.e	Estimated Time of Agenda Items	8/13/2013	Projected times for agenda items have been added to the agenda including language added that the times are an estimate	Implemented with June 4, 2013 agenda
1.f	Agenda Development Meetings	8/13/2013	The Mayor and City Manager will set the agenda in consultation with the City Clerk	Past practice and on-going
1.g	Draft Agenda Forecast	8/13/2013	A draft forecast agenda will be distributed including Community Development calendar of upcoming projects will be distributed weekly as	Implemented with July 2, 2013 agenda

Numbering system tied to the August 13, 2013, City Council Agenda item F-1 with additions/modifications made based on subsequent actions.

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			an information only and subject to change item	
1.h i	Placement of City Manager Report on City Council Agenda	10/1/2013 Reso. 13-0066	Added section for City Manager report	Implemented with October 15, 2013 agenda
1.h ii	Placement of City Attorney Report on City Council Agenda	10/1/2013 Reso. 13-0066	Added section for City Attorney report including closed session reports	Implemented with October 15, 2013 agenda
1.h iii	Placement of City Council Announcements and Report on City Council Agenda	10/1/2013 Reso. 13-0066	Added section for City Council Announcements and Reports	Implemented with October 15, 2013 agenda
2.a	Council Meeting End Time	10/1/2013 Reso. 13-0066	Rescinded the 10:30 PM and 11:00 PM rules	Implemented with October 15, 2013 agenda
2.b	Posting of City Council Agendas	8/13/2013	City Council agendas are to be posted on-line and eNoticed by no later than 4 PM of the Wednesday immediately preceding the Council Regular Tuesday meeting and distributed to the Council by no later than 6:00 PM on that Wednesday	Implemented with the June 18, 2013 agenda
2.c	Revised Rules of Decorum	8/13/2013	Revised Rules of Decorum were adopted	
2.d	Expand Community Announcements to include AB 1234 Reports	10/1/2013 Reso. 13-0066	Modified to include AB 1234 reporting together with Committee and Travel Reports and Items for Future Discussion	Implemented with October 15, 2013 agenda
2.e	The Addition of Rules of Decorum and Definitions to Agenda Cover Page	8/13/2013	Rules of Decorum and Definitions are included in the Agenda package but could not be added to the cover page	Implemented with October 15, 2013 agenda
2.f i	Setting a 15 minute Total Time Limit Per Speaker Per Meeting	10/1/2013 Reso. 13-0066	Set a total time limit per speaker for non-public hearing items to 15 minutes cumulative per speaker, per meeting, on a six-month trial basis	Implemented with October 15, 2013 agenda
2.f ii	Moving the Consent Calendar after the General Business Calendar	8/13/2013	No change made	

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2.f iii	Defining What Items Belong on the Consent Calendar	8/13/2013	City Attorney to provide a report on items appropriate to place on the consent calendar; include first and second reading of ordinances on Consent calendar when appropriate	Consent Calendar introductory language modified; listing of Consent Calendar items eliminated from resolution.
3.a	Placing an Item on the Agenda	In 8/13/2013	Addresses how an item is added to a future agenda by a member of the City Council or the public.	Current practice allows an item to be added by two Councilmembers
3.b i	Order of Agenda Items	10/1/2013 Reso. 13-0066	Maintain Approval of Agenda at its current location; Have Council Announcements and Reports after the City Manager and the City Attorney Reports and Committee and Travel Reports/Items for Future Agendas after Additional Public Comment.	Implemented with October 15, 2013 agenda
3.b ii	Closed Session to be Listed in the 6:00 Agenda Face Sheet	8/13/2013	Closed Sessions appear on a separate agenda	Closed Session Time, if any, listed on the 6:00 Agenda Face Sheet as informational item.
3.b iii	Department Heads will be listed on the Agenda for Each Item Generated by the Applicable Department	8/13/2013	The items listed on the Agenda will include the Department Head name listed	Implemented with October 15, 2013 agenda
3.c i	The Types of Matters on the Consent Calendar		See 2.f iii above	
3.c ii	Indicate Consent Calendar Items are "Routine and Customary"	8/13/2013	Language to be added to Agenda	Implemented with November 5, 2013 agenda
3.c iii	Removal of Consent Calendar Items by the Public	8/13/2013	Allows the public to pull items form the Consent calendar prior to the City Council doing so	Past practice and on-going
3.c iv	Move the Consent Calendar to a Different Place on the Agenda	8/13/2013	See 2.f ii above	
3.d	City Council Handbook	8/13/2013	A draft City Council Handbook was discussed but was not approved	

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