



Agenda Item C.2
DISCUSSION/ACTION ITEM
Meeting Date: April 1, 2008

TO: Mayor and Councilmembers
FROM: Daniel Singer, City Manager
SUBJECT: Special Council Meeting Dates

RECOMMENDATION:

- A. Establish a meeting date for City Attorney Interviews in Closed Session with the full Council.
- B. Establish a meeting date for consideration of the Track 2 Minor Revisions to the General Plan.
- C. Establish a meeting date for a workshop and update on the City's Strategic Plan.

BACKGROUND:

A number of issues have come about that necessitate the Council's input as to the establishment of various special meetings of the City Council over the next few months. This discussion item is provided to give the Council an opportunity to set such dates so that the City Clerk may properly calendar, agendize and post such meetings.

DISCUSSION:

City Attorney Interviews

As a continuing part of the process to review and analyze legal services options, the sub-committee of Councilmembers Blois and Onnen, have worked with staff to conduct initial interviews for candidates for in-house legal counsel. As a result of that process the committee now recommends that the full Council to interview three finalists. Finalists will be asked to meet with the full Council in one hour closed session interviews, which will be followed by one hour meetings between the finalists and the City's management team.

The sub-committee proposes that these one hour interviews be conducted on Thursday, April 10, beginning at 8:30 a.m. and ending at 12:30 p.m. This would be considered a special meeting of the City Council, but would be done in closed session as this is a personnel matter.

Alternatively, the Council could select another date if April 10, 2008 does not work well.

Track 2 General Plan Amendments

Consideration of the Track 2 Minor Revisions to the City's General Plan was originally scheduled to come before the Council at your regularly scheduled meeting of April 15. Because the Planning Commission meeting of March 24th dealing with the same subject matter had to be postponed, the Council will not be able to hear the item on April 15, 2008. The Planning Commission is now scheduled to take up the Track 2 Minor Revisions recommendations on April 14th during their regular April meeting date.

Staff recommends the discussion on this matter be set for a special meeting of the Council on Tuesday, April 29, 2008, at 6:00 p.m. This date was selected in order to provide the requisite time needed to prepare and disseminate the staff reports and related material. Alternatively, the Council could choose a different date or could schedule this discussion for the regularly scheduled Council meeting of May 6th. It should be noted, however, that the May 6 agenda is anticipated to be full with other discussion items. Further, there is significant advantage for both the Council and the public to conduct a special meeting on this subject devoted solely to this item.

Strategic Plan Update

The City's adopted Strategic Plan is designed to be updated on a continual basis. Specifically, the Plan is to be reviewed by the Council three times per year, with a significant review and update occurring once per year. The last update was performed by the Council in December 2007, at which time it was also suggested that the Council undertake a more in-depth review of the Plan in spring of this year.

It is helpful to time this review such that priorities may be established ahead of the fiscal-year budget cycle for the City. In that regard, a workshop scheduled for sometime in mid May would be ideal. It is anticipated that this would be a 3-4 hour special meeting of the Council with key staff members present. In addition, it may be helpful to have the meeting facilitated by an outside consultant.

It is recommended the Council consider afternoon meeting times on the following dates: Thursday, May 8th; Monday, May 12th; Thursday, May 15th; or Thursday, May 23rd. These dates work to avoid regularly scheduled City Council meetings and the days staff members are engaged in Council packet preparations.

ALTERNATIVES:

The City Council is under no obligation to conduct any of these special meetings and could postpone or delay such actions until a later time.

FISCAL IMPACTS:

None identified.

Reviewed By:

Approved By:

Michelle Greene
Administrative Services Director

Daniel Singer
City Manager

Attachments: