



OFFICE OF THE  
CITY MANAGER

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 101  
915 I STREET  
SACRAMENTO, CA  
95814-2684

July 22, 1998

PH 916-264-5704  
FAX 916-264-7618  
TDD (ONLY) 916-264-7227

MEMORANDUM

TO: City Councilmembers

FROM: William H. Edgar, City Manager *WHE*  
Valerie Burrowes, City Clerk *VB*

SUBJECT: Evaluation of the Council Workshop Format Pilot and Proposed Modifications to the Format

Early this year, the City Council asked that the agendas for the City Council meetings be reengineered. Many Councilmembers expressed concerns about not having adequate time to discuss critical projects and policy issues at City Council meetings, the number of different ad hoc committees and the length of some Council meetings due to numerous controversial or complex items on one agenda. In response, a workshop format was instituted on a pilot basis in February with an evaluation of the format to take place in July.

Prior to Council recess, we informally surveyed all Councilmembers to get feedback on the success or concerns regarding the workshop format. The majority of the feedback related to starting the meeting later, limiting the staff presentations and limiting the number of subjects and/or time per subject.

Based on City Council feedback, we will be making the following changes to the afternoon workshop format effective July 28:

- The workshop meetings will begin at 2 pm.
- Staff presentations will be limited to 15 minutes. In the case of complex issues, the staff presentations will be 'chunked' in 15 minute increments to allow questions and discussion by Council at regular intervals.

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- Future agendas will be limited to one issue. In some cases, there may be several interrelated subjects that will be discussed within one issue. In those cases, we will time the agenda for each subject.
- We will continue to have two workshop meetings monthly due to the number of issues that Council has identified as future workshop topics. This can be reduced in the future if Council wishes.

We believe the workshop format has had some success in allowing Council to review and discuss a high level of detail on some very complex issues, reducing the number of ad hoc committee meetings and allowing participation by the full Council in debating key policy.

Attached is a preliminary calendar and pending topics for the remainder of 1998. We will review the workshop format with you again in early 1999. Please contact the City Manager if you have any concerns about the modifications proposed or wish to make additional suggestions.

Cc: Deputy City Managers  
Departmentheads  
SHRA Director  
Area Directors

July, 1998

## ***CITY COUNCIL WORKSHOP FACT SHEET***

➤ What is a workshop?

A council meeting in the form of a study session to provide the City Council with adequate time to review, discuss and interact with staff and the public on critical projects, controversial and/or complex issues. Generally, workshop action is focused on receiving Council direction on the issue.

➤ When are the workshops held?

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month (to be evaluated in January, 1999)

➤ What are the hours of a workshop?

The hours of a Council workshop are the same as a regular City Council meeting – 2 pm to 5 pm.

➤ What types of items should be heard at a workshop? What are the criteria for determining a workshop item?

Issues appropriate for a workshop generally meet one or more of the following criteria

- Major policy issue
- Major and/or complex planning, operational or financial issue
- Highly controversial
- Citywide and/or long term implications

➤ How does a workshop item get on the schedule?

Contact the City Manager's Office or the appropriate Deputy City Manager for your department with a request including topic, date and justification for being a workshop issue.

➤ Is there a different report format or schedule for workshop reports?

No. A regular staff report format with presentation materials should be submitted on the same schedule as other staff reports (12 days prior to the meeting). If you prefer, a cover letter can be used in place of a formal staff report to transmit workshop materials.

➤ Can other reports be scheduled on the workshop meeting agendas?

Staff reports that are appropriate for the CONSENT CALENDAR can be scheduled for a workshop agenda. However, if your item is not appropriate for the consent calendar it may not be scheduled. If your consent item is pulled, Council may carry it over for one week to be heard.

➤ Are there special requirements for workshop presentations?

Yes. The purpose of the workshop is to provide detailed information and encourage discussion between Council, staff and the public. Staff presentations should be NO LONGER THAN 15 MINUTES. In the case of complex issues, staff should 'chunk' their presentations into logical 15 minutes increments to allow for Council questions and discussion at regular intervals.

➤ Use of AV's

Staff may use any type (or combination) of audio visual sources [slides, overheads, power point, video] to provide adequate information to the Council on the item being presented; arrangements need to be made prior to the meeting date with the City Clerk's Office for use of AV equipment (x5427).

council workshops schedule

7/23/1998

(subject to change)

2<sup>nd</sup> and 4<sup>th</sup> Tuesday afternoons/2pm – 5 pm

JULY 28		AUGUST 11		AUGUST 25	
•SHRA REENGINEERING		•CODE ENFORCEMENT (EVENING MEETING)		•CITY LONG RANGE PLANNING	
SEPTEMBER 8		SEPTEMBER 22		OCTOBER 13	
				•COMMUNITY ACTION INITIATIVE	

council workshops topics pending

ISSUE/DESCRIPTION	STATUS	OTHER CONSIDERATIONS
No. Natomas Development	Not scheduled	
Police Issues	Not scheduled	
Tree Services	Not scheduled	Part of NPDS series
Arts Funding Policy	Not scheduled	
Park & Rec Master Plan/Quimby Fund	Not scheduled	
Report Back from Office of OMBWE	Not scheduled	

SCREENING CRITERIA FOR ISSUES PROPOSED FOR WORKSHOP SCHEDULE:

- Major policy issues
- Major and/or complex planning, operational or financial issues
- Highly controversial
- Citywide and/or long term implications