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From: Robert Daniels

Sent: Wednesday, January 20, 2016 7:59 PM

To: Lori Stelzer <LStelzer@Venicegov.com>; Heather Taylor <HTaylor@Venicegov.com>

Cc: City Council <CityCouncil@Venicegov.com>; Edward Lavallee <ELavallee@Venicegov.com>;  
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Subject: ISSUES WITH COUNCIL MEETINGS

Please add this to our upcoming meeting. I never saw a deadline for this?

#### ISSUES WITH COUNCIL MEETINGS

- 1) Agenda request procedure must be followed by All
- 2) City Clerk is the agenda gatekeeper ....must treat everyone the same in adhering to the procedure/  
policy
- 3) Any item submitted requesting action must have all documents attached and the motion requested  
by Monday noon. Failure to follow will result in item to not be allowed on agenda.
- 4) Keep lunch time and end time in place unless majority of council approves.
- 5) Topics not related to the city's operation should have Council approval before placing on agenda.
- 6) Council reports from attendance at city, county and state committees should not be the last order of  
business. There are times that we have treated these reports in a nonprofessional manner.
- 7) Run efficient meetings by following the policies and procedures already developed and Roberts' Rules  
of Order.  
Example: Clerk gets all materials in time to place on agenda, Mayor runs the meeting per our policy  
using Roberts'Rules and treats everyone the Same.
- 8) Staff needs to submit the required documents for us to review and subsequently vote on prior to  
meeting (by Wednesday prior to Council meeting).
- 9) When staff submits requests,documents must be thorough For example ,.....when proposing to buy  
new vehicles, always tell what will be done with old ones and justification for a new one.
- 10) Budgets, proposals and policies cannot be submitted to Council at the hour of the meeting and  
expect Council to vote without reading and studying. THIS SHOULD BE A POLICY!!

Regards,

Councilman Bob Daniels

City Of Venice , Florida

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