

From: John Holic

Sent: Thursday, June 14, 2018 6:05 PM

To: Lori Stelzer <LStelzer@Venicegov.com>

Cc: Heather Taylor <HTaylor@Venicegov.com>; Edward Lavalley <elavalley@venicegov.com>

Subject: Special Meetings

Lori,

For the next agenda under council action:

The week of June 11 through June 15 was a difficult week for me and I am think for others as well. With all day meetings on Tuesday, Wednesday and Friday; Council of Govenments on Thursday as well as several other appointments, there was little time for anything else. All these meetings and appointments require preparation time, usually equal to or greater than that of the actual meeting. That is just from the Council Member side, staff had to prepare all the agenda items for the meetings and one or two Clerks had to sit through each meeting to act as Recording Secretary. I am guessing staff time for each meeting far exceeds that of the actual meeting time and is probably along the lines of 3 or 4 times that of the meeting time without factoring in the time spent on preparing the minutes afterward.

I know you do your best to schedule meetings on days when all can attend, but too many meetings in week really puts a drain on Council and Staff. I would like to suggest the following motion:

I move to direct the City Clerk to schedule all regularly occurring (council, budget, strategic planning, etc.) meetings for FY 19 by September 11, 2018. Council members have until July 10, 2018 to notify the City Clerk of any scheduled days off they have for FY 19 so the City Clerk can try to work around them.

I would suggest the following guidelines:

1. If possible, a special meeting should not be scheduled during the same week as a regular city council meeting.
2. If possible, in months with five Tuesdays, the time period from Thursday after the fourth Tuesday until the first Tuesday of the next month should not be scheduled.
3. If a special meeting has to be scheduled on a day and time when an advisory board that uses a recording secretary is scheduled to meet, the advisory board meeting should be cancelled.

I am sure there are others that you can add, but as hope this covers the main ones and gives a direction.

John