



MEMORANDUM

TO: Planning Commission

FROM: Myrna Rios, City Clerk ^{MR}
Neal Falgoust, Division Chief
Lauren Middleton-Pratt, Planning Director

DATE: September 20, 2023

SUBJECT: **Response to Planning Commission request for briefing on “Agenda Formulation and Posting Protocol”**

We are in receipt of the Planning Commission’s request for a briefing on “Agenda Formulation and Posting Protocol” on September 26, 2023. This memo will serve as a response to the Commission's request in lieu of our attendance.

As outlined in City Code § 2-1-43, each board shall comply with Government Code Chapter 551 (*Open Meetings Act*) which includes the posting of sufficient notice for meetings. The board liaison is responsible for submitting this notice or agenda through the city’s on-line agenda management system which the Office of the City Clerk supports. The Office of the City Clerk publishes agendas and back up materials for all 70+ board and commissions twice a day at 10 AM and 3 PM which can be 200+documents each week. To aid all boards and commissions in their compliance with the Open Meetings Act, standard policies and procedures for publishing agendas are established by the Office of the City Clerk. These standardized practices not only streamline the publishing process but also simplify training for liaisons and increase transparency and clarity to the public by providing consistency across all meetings.

Last year, the Office of the City Clerk worked with the Law Department to create a new standardized agenda template to ensure compliance with the Open Meetings Act. As mentioned in the notice sent to all liaisons and members at the end of June 2022, we streamlined the format by adding more descriptive headers and eliminating the use of any alphabetical lists of items which were affecting the posting of recommendations, back up documentation and resulting in unnecessary posting errors. The updated template also more closely aligns with Council meeting agendas, which provides a coherent level of expectation for the public for all open meetings conducted by the City.

Additionally, the use of standardized methods allow our office to review agendas and screen more efficiently for compliance with the Open Meetings Act.

Thank you for the invitation to provide this information to the Commission. If you have any questions, please let us know.

cc: Veronica Briseno, Assistant City Manager