

**City Of Woodland
City Council Meeting Agenda Summary Sheet**

Agenda Item: New workshop Agenda and Process

Agenda Item #: (A) Workshop

For Agenda of: 06/24/2013

Department: Mayor

Date Submitted: 06/19/2013

Cost of Item: _____

Amount Budgeted: _____

Unexpended Balance: _____

BARS #:

Description:

Department Supervisor Approval: Grover B. Laseke, Mayor / s /

Committee Recommendation: n/a

Agenda Item Supporting Narrative (list attachments, supporting documents):

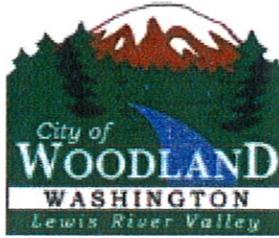
Memo – June 17, 2013

Sample / Draft Agenda

Resolution No. 635 adopted June 3, 2013

Summary Statement/Department Recommendation:

This item will be discussed at the workshop.



Mayor's Office

**230 Davidson Ave
Woodland, WA 98674**

June 17, 2013

To: Woodland City Council

From: Mayor Grover Laseke

RE: New Workshop Agenda & Process

At the last city council meeting Resolution No. 635 was passed to temporarily discontinue our city council committees until January 2014 in favor of workshops on the fourth Monday of each month. Our first such workshop will take place next Monday, June 24th at 7:00 PM.

Some questions have arisen on how these meetings will be organized and run. We have discussed this topic at a department head meeting and the following were the recommendations:

- An agenda for the workshop will be prepared in the same manner as for a regular council meeting using the same timelines. Unless there is a complex issue to discuss the agenda will not include detailed reports.
- Each department head will give status reports to the council on activities within their department and answer any questions from council members.
- Each department will usually have no more than 30 minutes to discuss their items.
- Each department will bring forward items that had previously been presented to their committee for review before being brought to the full council.
- The council will approve items for action at a future regular council meeting. If approved the process could be an informal consensus or a more formal motion, second, and vote to carry the item forward.

- The Finance Committee will continue to approve the vouchers, handle audit duties, and other financial duties as needed. Meetings would be called as needed. The first item of discussion at each workshop will be a report on the city's financial condition.
- Mari Ripp made up a sample agenda, which is attached, for your review.

A review of these recommendations and the process for running the Workshop meetings will be the first order of business at our meeting on June 24th. If you have any ideas or thoughts please get them to me and I will put them in the agenda for discussion.

I look forward to working with each of you and the council as a whole to make these meetings productive and efficient.

WOODLAND CITY COUNCIL
Special Meeting/Workshop – 7:00 p.m.
Monday, June 24, 2013
Woodland City Hall Council Chambers
100 Davidson Avenue - Woodland, Washington

Sample -

******DRAFT AGENDA******

CALL TO ORDER

ROLL CALL

WORKSHOP:

REPORTS OF CITY OFFICERS:

******indicates will be set for Action and/or Consent Item at next regular meeting*

Financial Report – May 31, 2013 Revenue & Expenditure

Mayor

- A. New workshop Agenda and Process

Clerk-Treasurer

- B. *LTGO Bond Underwriter contract
- C. *LTGO Bond Counsel contract
- D. *LTGO Bond ordinance -1st review & updated Schedule of Events
- E. Espy Services / Telecom audit report
- F. Surplus City Property Draft Policy
- G. WPOA Negotiations update
- H. City Employee / Volunteer Recognition picnic, Wednesday, August 28th
- I. Personnel Policy – update

Planning

- J. Collective Gardens

Police

- K. *Bid Award for High Density Filing System-New PD
- L. *Bid Award for Evidence Lockers-New PD
- M. *Bid Award for Personnel Lockers-New PD

Public Works

- N. xxx

ADJOURN



American with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations should contact the City Clerk Treasurer's Office at 360-225-8281 by noon on the Thursday preceding the council meeting.

RESOLUTION NO. 635

A RESOLUTION REGARDING CITY COUNCIL STANDING COMMITTEES AS DESCRIBED IN WMC 2.04.070 AND TEMPORARY SUSPENSION OF THESE COMMITTEES FOR THE PERIOD OF JUNE 1, 2013 TO JANUARY 31, 2014 TO TEST A NEW METHOD FOR HANDLING COMMUNICATIONS, FOCUSED STUDY AND FORMULATION OF POLICY THROUGH CITY COUNCIL WORKSHOPS.

Recitals

WHEREAS, the Woodland City Council held a workshop on May 13, 2013 to discuss how to improve the process for handling the business to be brought before the City Council including communications, focused study and policy formulation; and

WHEREAS, the City Council studied and reviewed how other cities conduct their business and considered a staff recommendation; and

WHEREAS, the City Council believes that the standing committee structure currently used may be outdated and inefficient thus wasting limited city resources; and

WHEREAS, the City of Woodland must judiciously evaluate and consider various options for conducting city council business; and

WHEREAS, it is in the best interests of the city to try another method of conducting city council business on a temporary basis to determine if a permanent change is desirable; and

WHEREAS, the City Council has determined that the use of workshops and study sessions involving the entire council may be more efficient: and

WHEREAS, the City Council has determined that the fourth Monday of each month is a good time for such workshops and study sessions: and

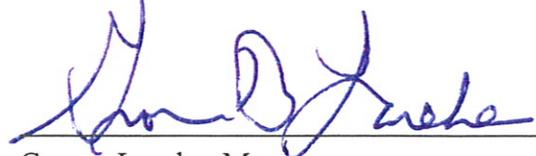
WHEREAS, the City Council wishes to re-evaluate the change in January, 2014 to determine if the use of workshops and study sessions involving the entire council is more efficient and desirable.

Resolution

NOW, THEREFORE, BE IT RESOLVED by the Woodland City Council, that the said Council hereby suspends City Council Standing Committee from June 1, 2013 to January 31, 2014, and hereby identifies the fourth Monday of each month as a City Council Workshop and Work Session to handle the business previously handled by the Standing Committees, and that this temporary suspension will be reviewed at a regular city council meeting in January, 2014.

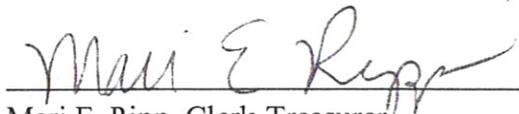
ADOPTED in an Open Public Meeting of the Woodland City Council this 3rd day of June, 2013.

CITY OF WOODLAND



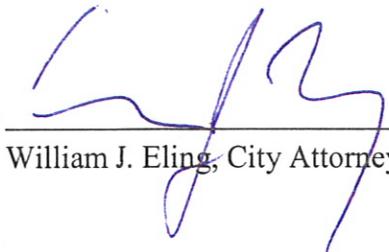
Grover Laseke, Mayor

ATTEST:



Mari E. Ripp, Clerk-Treasurer

APPROVED AS TO FORM:



William J. Eling, City Attorney