

LA MARQUE

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OFFICE OF THE CITY CLERK

MEMORANDUM

Date: May 4, 2023

TO: Mayor, Council, and City Manager

FROM: Kierra K. Nance, City Clerk

SUBJECT: Agendas

It has come to my attention that concerns regarding the process and practice of scheduling and posting agendas have been raised. I want to bring clarity to the process and what modifications have been made as we move forward.

Prior to my appointment, the previous City Clerk and I had discussed making modifications to the agenda process. As we all know, much change has happened since then by way of our technology integrations, staffing, and leadership. City Manager Garcia was very supportive of us updating the process for agendas and other areas in the office. The previous process for boards and commissions merely consisted of the staff liaison drafting the agenda and submitting it before the mandatory 72-hour posting window, the agenda being initially reviewed by the Deputy City Clerk, a final review by the City Clerk, and posting. Which, in and of itself, is a simple enough process. However, since that time, we have now transitioned nearly all boards and commissions to new staff liaisons, seen unprecedented workload expansion in the department, and, due to budget constraints, no longer have a Deputy City Clerk to assist. With that, errors have been made.

To reduce the margin for error, on March 6, 2023, all staff liaisons received a new process for agenda submission and posting. Each liaison was issued a new agenda template modeled after the City Council agenda to ensure uniformity across all meetings, a new submission deadline (all agendas are due no later than noon on the Wednesday of the week prior to the meeting), a designated submission location, and master calendar for the scheduled uses of the Council



Chambers (the allocated space for most of the meetings). Also included in the new process are turnaround times for the City Clerk to respond with confirmations and a process for what to do if those confirmations are not received, including contacting the City Manager and Executive Assistant to the City Manager if the required confirmations are not received by the end of the next business day after the submission deadline.

While we believed that this process would prevent any further disruptions for our boards and commissions, ultimately, and unfortunately, that was not true. So, to further emphasize the point, we have added an additional layer of security around this process. The staff liaisons now have access to the physical posting sight through a key check process at City Hall. This process is coordinated through the City Receptionist. It can also be accessed by multiple staff members in the building if the City Clerk or City Receptionist is out of the office. Also, certain staff liaisons and the Executive Assistant to the City Manager now have access to the current agenda posting software so that digital postings can be secured if the City Clerk or System Administrator is unavailable.

While this newest layer of security should be sufficient, it should also be noted that the City Clerk, with the assistance of the System Administrator, has, for some time, been working in concert with our website provider to create a new agenda experience. While the initial launch date was slated for early Fall 2023, at the request of the City Manager, we are working tirelessly to release the new system early this summer. The new process will allow for a better user experience for staff, officials, and the public. This project is something that we are very proud of and cannot wait until its official release.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kierra K. Nance".

Kierra K. Nance, TRMC
City Clerk