TO: HONORABLE CITY COUNCIL

ATTN: POLICY AND SERVICES COMMITTEE

FROM: CITY MANAGER DEPARTMENT: CITY MANAGER’S OFFICE

DATE: JUNE 14, 2005 CMR: 263:05

SUBJECT: REVISED RECOMMENDATIONS FOR CHANGES TO CITY COUNCIL PROTOCOLS AND PROCEDURES AS PART OF ANNUAL REVIEW

RECOMMENDATION
Staff recommends that the Policy and Services Committee recommend to the City Council approval of the following revisions:

- In the City Council procedures, require that a majority of the Council approve assignments made to staff during the Council Comments section of the agenda. (In certain instances, the Brown Act may preclude action on certain items until they are subsequently agendized).

- In the City Council e-mail policy, reflect that in the response to Council questions posed by e-mail, the Council member posing the questions will be identified in the title of the staff response. In addition, amend the policy to indicate that staff will only respond prior to the Council meeting to items on the Council Consent Calendar.

- Confirm that the protocols apply to board and commission members.

DISCUSSION
On January 29, 2005, the City Council performed its annual review of the City Council protocols and procedures. The Council protocols also require that the Policy and Services Committee review the protocols on an annual basis and make any recommendations for needed changes. Staff provided recommended changes for the April 12 meeting of the Policy and Services Committee. That meeting was rescheduled due to a lack of quorum.

Staff has added an additional recommended change to the Council policy on e-mail responses for Council agenda items, intended to respect the “one hour” rule while adhering to the original purpose of Council questions, which is to streamline the Council meetings. Questions on items not on the Consent Calendar are consuming considerable staff time on the day before a Council meeting, and often address issues that are integral to the overall Council policy discussion. Staff
would continue to welcome receiving the questions in advance of the meeting for non-Consent Calendar items, but would not respond in writing prior to the meeting.

Finally, liaison staff to boards and commissions have received questions from commission members that have led to a recommendation that the Council confirm that the protocols apply to members of City boards and commissions.

**RESOURCE IMPACT**
Staff’s recommendation would ensure that staff resources were allocated by a majority of the Council.

**POLICY IMPLICATIONS**
This recommendation is consistent with existing City policy.

**ATTACHMENTS**
1. Policy and Procedure For City Council E Mails For Agenda-Related Items
2. Council Protocols

PREPARED BY

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CITY MANAGER APPROVAL

Frank Benest, City Manager