TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER
DEPARTMENT: CITY MANAGER'S OFFICE
DATE: SEPTEMBER 19, 2005
CMR: 379:05
SUBJECT: REVISED RECOMMENDATIONS FOR CHANGES TO CITY COUNCIL PROTOCOLS AND PROCEDURES AS PART OF ANNUAL REVIEW – JUNE 14, 2005 AND JULY 12, 2005

RECOMMENDATION
The Policy and Services Committee recommends 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.

COMMITTEE REVIEW AND RECOMMENDATIONS
On June 14, 2005, the Policy and Services Committee voted 3-0, Freeman absent, to accept the e-mail policy with regard to Council questions posed by e-mail and to apply council protocols to board and commission members. The Committee directed the City Attorney to bring back language on Council assignments made during the Council Comments section of the agenda, vote 3-0, Freeman absent.

On July 12, 2005, the Policy and Services Committee voted 3-0, Freeman absent, to require that a majority of the Council approve assignments made to staff during the “Council Comments” section of the agenda. (In some instances, the Brown Act may preclude action on certain items until they are subsequently agendized.)
The changes will occur to section number 13 on page II-7 of the City Council Procedures. The new wording is underlined and the new section will read as follows:

13) Council Member Questions, Comments and Announcements.

The purpose of this agenda item is to allow Council to question staff briefly on matters upon which Council has taken action or given direction, make general comments as a reference to staff on factual matters of community concern, or make brief announcements in a manner consistent with Government Code section 54952.2–54954.2(a). Council members may also summarize their recent activities as liaisons to Boards and Commissions. Following approval by a majority vote of the Council, Council may direct staff to undertake limited activities in response to a Council concern(s). Significant new assignments will not be given nor will major policy issues be discussed or considered. To the extent possible, Council will confer with staff before raising matters under this agenda item. The agenda item will generally be limited to 15 minutes in length and the public may not speak to matters discussed.

ATTACHMENTS

Attachment 1: CMR 263:05

Prepared by: _______________________________________
Chris Mogensen, Assistant to the City Manager

City Manager Approval: ________________________________
Emily Harrison, Assistant City Manager