TO:        HONORABLE CITY COUNCIL

ATTN:       POLICY AND SERVICES COMMITTEE

FROM:       CITY MANAGER                DEPARTMENT: City Manager’s Office

DATE:       October 11, 2006          CMR:387:06

SUBJECT:  RECOMMENDATION TO AMEND PROCEDURES FOR COUNCIL COLLEAGUE MEMOS AND TO REAFFIRM COUNCIL PROTOCOLS FOR BOARD AND COMMISSION LIAISON RELATIONSHIPS

RECOMMENDATION
Staff recommends that the Policy and Services Committee make recommendations to the City Council regarding the procedures for Council colleague memos; and review and reaffirm its protocols for liaison relationships with boards and commissions.

BACKGROUND
On January 21, 2006, Council held its annual retreat to discuss setting the City’s top priorities and to discuss Council protocols and procedures. During the meeting, Council requested that the following specific protocols, procedures and policies be examined and reviewed by the Policy and Services Committee:

- Discussion of protocol for items returning to Council from Committee
- Review Consent Calendar policy
- Council Gift Policy
- Council and staff “revolving door policy”
- Council Liaison Policy
- Codify Colleagues Memo rule

On March 14, 2006, the Policy and Services Committee reviewed and discussed these items. The Committee did not believe that the first two items (protocol for items returning to Council from Committee and Consent Calendar policy) were issues requiring further review at this time. However, the Committee did suggest that Council be reminded of these policies and protocols. The City Attorney is scheduled to discuss the Council gift policy and a “revolving door policy” at the November 14 Policy and Services Committee Meeting.

The issue of Council colleague memos was kept in committee for further discussion. The Committee asked staff to return with proposed language to codify the Council colleague memo
rule whereby the vote of two Council Members is required in order to pull an item from the Consent Calendar. The Committee also wanted to include language requiring Council Members to have a completed colleague memo to the City Clerk’s staff by noon on the Thursday prior to the council meeting that the memo is intended to be agendized.

**DISCUSSION**

**Council Colleague Memos**

Staff recommends that the Committee consider recommendations to the City Council on two other aspects of the colleague memo:

- Reaffirmation of process of consulting with City Manager prior to authoring a colleague memo
- Desirability of identifying cost and staffing impacts related to a colleague memo recommendation prior to adoption

In 2000, staff and the Council discussed how to streamline the Council meeting and agenda process and informally agreed on a process whereby a Council Member with an issue which he/she believed should be considered by the Council would first consult with the City Manager to determine whether it was appropriate to take the desired action under his administrative authority prior to agendizing a colleague’s memo. Staff believes reconfirmation of this process would be desirable.

Council colleague memos have become much more frequent in the past two years, and are addressing substantive issues (Attachment 1). Staff believes that Council needs to have all information related to a recommendation contained in a colleague memo prior to consideration. A key component would be the impact that adoption of such a recommendation would have on current staff assignments and priorities, as well as any fiscal or policy considerations. The current timeline for submission and consideration of colleague memos does not provide the opportunity for staff to provide this input. Staff recommends that the Council add the language to its procedures delaying action on a colleague memo until Council is provided with the additional information regarding staffing and resource impacts.

Staff recommends the following language in the City Council procedures to address the concerns discussed above:

“Any two Council Members may bring forward a colleague memo on any topic to be considered by the entire Council. The purpose of a colleague memo is to ensure that there is a majority of the Council who support the allocation of staff resources associated with the recommendation(s) in the memo. Two Council Members are required to place such a memo on the agenda, reflective of the Council procedure requiring a motion and a second for consideration of a motion by the Council. Prior to preparing a colleague memo, Council Members will consult with the City Manager to determine whether he/she is or is willing to address the issue as part of his/her operational authority. Completed Council colleague memos shall be provided
to the City Clerk’s staff by noon on the Wednesday prior to the Council meeting that the memo is intended to be agendized, to provide time for the City Clerk to process for the Council packet.

The City Council will not take action on the night that a colleague memo is introduced if it has any implications for staff resources or current work priorities. The Council will discuss the colleague memo and then direct the City Manager to agendize the matter for Council action within two meetings, allowing City staff time to prepare a summary of staffing and resource impacts.”

Council Liaison Relationship
The Committee also kept the issue of its liaison relationships with boards and commissions in committee for further discussion. The Council Protocols provide a solid foundation of a Council Member’s role as a liaison to a board or commission. The section of the Protocols which deals with the boards and commission relationships is attached to this staff report. The Committee asked for information on the pay structure for City boards and commissions. Per the City Council and Boards and Commissions Policy (effective: March 2006), the Human Relations Commissioners receive $50 per quarter, the Planning and Transportation Commissioners receive $120 per quarter, and the Architectural Review Board members receive $120 per quarter. No payment is given to the other members of the City’s boards and commissions.

PREPARED BY
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CITY MANAGER APPROVAL
Frank Benest, City Manager

Attachment 1: Council Colleagues Memos 2003-06
Attachment 2: City Council Protocols: “Council Conduct with Palo Alto Boards and Commissions”