TO: HONORABLE CITY COUNCIL

ATTN: POLICY AND SERVICES COMMITTEE

FROM: CITY MANAGER DEPARTMENT: City Manager’s Office

DATE: APRIL 12, 2005 CMR: 201:05

SUBJECT: ANNUAL REVIEW OF CITY COUNCIL PROTOCOLS AND PROCEDURES

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

• In the City Council procedures, provide that the City Manager may provide response to comments or questions raised during Oral Communications by members of the public, at the end of Oral Communications and at his discretion, with the consent of the mayor.

• 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.

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 reviewed the protocols on an annual basis and make any recommendations for needed changes.

RESOURCE IMPACT
Staff’s recommendation would have no resource impact, but would ensure, in the case of Council assignments, that staff resources were allocated by a majority of the Council.

POLICY IMPLICATIONS
This recommendation is consistent with existing City policy.