



July 19, 2016

# Council Protocols

# FOLLOW UP ITEMS - DISCUSSION

- Procedure for capturing and following up on Council's discussion/disagreement on an item (Farr)
- Define criticize (Perotte)
- Timeline for staff response (Perotte)

# Norms

- Encourage public participation and transparency of government
- Act ethically, with integrity and in the public interest
- Treat each other, staff, and members of the public respectfully
- **Do not criticize staff or others in public**

# FOLLOW UP ITEMS - STAFF

- Research political activity protocols from other jurisdictions (Giles)
- Agenda availability on iPad (Lopez)
- Distribution of public comments & updating of meeting agenda text (Lopez)

# Proposed Edits – Roles

- **Line 37**  
EXISTING LANGUAGE: **Create** time estimates for each agenda item  
PROPOSED CHANGE: **Review** time estimates for each agenda item
- **Lines 46-47**  
EXISTING LANGUAGE: Ask questions about agenda items prior to City Council meetings so they can get their questions answered in advance of the meetings  
PROPOSED CHANGE: Ask questions about agenda items prior to City Council **and Committee** meetings, so they can get their questions answered in advance of the meetings
- **Line 53**  
EXISTING LANGUAGE: Keep the Council informed and answer questions from the Council  
PROPOSED CHANGE: Create two separate bullet points
  - Keep the Council informed
  - Answer questions from the Council
- **Line 54**  
EXISTING LANGUAGE: Do the right things right.  
PROPOSED CHANGE: Delete entire line.

# Proposed Edits – Roles

- **Line 58**  
EXISTING LANGUAGE: Maintain a safe environment for employees.  
PROPOSED CHANGE: Maintain a **safe and healthy environment at City facilities.**
- **Line 58A**  
PROPOSED CHANGE: Add: Work collaboratively with the City Attorney
- **Line 58B**  
PROPOSED CHANGE: Add: Keep the council informed about pending legislation that could affect the City
- **Line 70**  
EXISTING LANGUAGE: Advise the Planning Commission  
PROPOSED CHANGE: Advise **all City boards and commissions as appropriate**
- **Line 71**  
EXISTING LANGUAGE: Hire outside legal counsel as needed  
PROPOSED CHANGE: Hire **and supervise** legal counsel as needed
- **Line 71A**  
PROPOSED CHANGE: Add: Work collaboratively with the City Manager

# Proposed Edits - Procedures

- Lines 101-124

## *Procedure for a Councilmember to Place an Item on the Agenda*

### PROPOSED CHANGE:

The method by which a Councilmember can request that an item be placed on a Council agenda is as follows:

- (1) **Two Councilmembers** complete an agenda request form and submit it to the City Manager, **via email or hard copy.**
- (2) The City Manager, or his/her designee, gives the form to the appropriate staff to prepare a short overview for the purpose of providing pertinent information that will assist the Council in determining whether to direct additional work to be done. **Council will receive the overview no later than two Council meetings from when the request was made. If a similar request is already in process, or has been previously researched, the City Manager will communicate this to the Councilmember(s) who made the current request.**

# Proposed Edits - Procedures

- **Lines 130-131**

EXISTING LANGUAGE: Councilmembers will ask their questions on the agenda reports by at least noon on Monday prior to the Council meeting.

PROPOSED CHANGE: Councilmembers will **ask their questions by 5 p.m.**, if possible, the evening before the Council meeting.

- **Lines 176-178**

EXISTING LANGUAGE: In the non-election year, the Council can also review appointments in cases where a Councilmember would like to make a change to his or her appointment; this would not involve a review of all appointments

PROPOSED CHANGE: In the non-election year, the Council can also review appointments in cases where a Councilmember **communicates to the City Clerk via email** to make a change to his or her appointment; this would not involve a review of all appointments

# Proposed Addition - Procedures

- PROPOSED ADDITION – Insert on line 100

## New Heading: *Protocol for when to record special City Council meetings and workshops*

Staff will make a recommendation to the Mayor and Mayor Pro-Tem about whether to record special City Council meetings and workshops. The Mayor and Mayor Pro-Tem will review and affirm/not affirm the staff recommendation. Should the Mayor and Mayor Pro-Tem be unable to come to consensus, the meeting will be audio recorded.