STAFF REPORT
SAUSALITO CITY COUNCIL

AGENDA TITLE:
Amendment to the Sausalito City Council, City Manager, City Attorney Operating Protocols Ratified June 1, 2010

RECOMMENDED MOTION:
Move to Approve Operating Protocols as Amended on June 8, 2010

SUMMARY and BACKGROUND

At a Special Meeting of the Sausalito City Council on May 24, Council approved a new set of Operating Protocols. At their meeting of June 1, Council ratified, in an open session, these Operating Protocols.

On June 8, the Council revisited the Protocols. There was a desire amongst those Councilmembers present to extend the amount of time each Councilmember has to discuss or rebut motions on the floor. To accommodate such a change, the following was proposed and approved:

> City Council members will each be given three minutes to discuss a-the motion. Thereafter each member will given one additional minute per round until debate or chances for rebuttal are made regarding the motion to discuss the motion. And that the Chair of the meeting will poll each Councilmember on each series of discussions and will continue to do so until the question is called and there is a motion or a vote to close comments, or there is no more discussion. In order to re-open Public Comment or call staff back to the podium, will require the consensus of the Council or formal vote. The Chair will also have discretion on the question period. Rosenberg's Rules will remain as it stands, affirming that discussion may only follow after a motion has been made. This protocol will also apply to closed session discussions.

FISCAL IMPACT

None

STAFF RECOMMENDATIONS

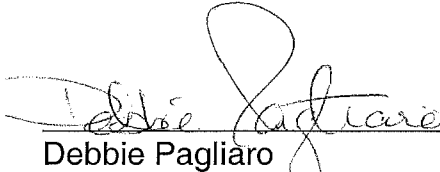Move to approve Operating Protocols as amended on June 8, 2010
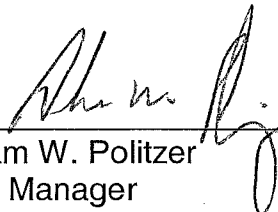
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Meeting Date: 7-13-10
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ATTACHMENTS

Draft Operating Protocols as amended on June 8, 2010.

PREPARED BY:

Debbie Pagliaro
City Clerk

SUBMITTED BY:

Adam W. Politzer
City Manager

CITY COUNCIL, CITY MANAGER, CITY ATTORNEY OPERATING PROTOCOLS

Updated May 2010, amended June 8, 2010

A. PLACING ITEMS ON THE AGENDA

- Following each Council meeting, preferably within one to three days thereafter, the City Manager will meet with the Mayor and the Vice Mayor to set the agenda for the next two upcoming regularly scheduled City Council meetings
- If a Council Member wants to put an item on the agenda, he/she goes to the Mayor.
- If the Mayor disagrees, the Council Member may raise the item during the "Future Agenda Item" section of the regularly scheduled City Council meeting.
- By consensus, or a majority vote, if necessary, an item can be put on a future City Council agenda on a date to be determined by the City Manager working with the Mayor and Vice Mayor unless otherwise specifically directed by a majority of the Council.
- The agenda packet for each regularly scheduled Council meeting will include a projection of the future items scheduled for consideration by the Council for a rolling 6 month time period
- If an issue needs immediate/emergency action, a 4/5 vote of the Council is needed to place the item on the agenda then being considered by the Council subject to the ability to make the findings required by the Brown Act.
- If a member of the public asks for an item to be put on the agenda during Public Comment time, the Council can direct staff to put it on a future agenda when there is consensus by the Council, or defer discussion of that item to the "Future Agenda Item" section of the City Council meeting.
- Process for calling a Special Meeting of the City Council:
  - Notify the Mayor
- The Mayor contacts the City Manager to have the City Manager or his designee poll the other Council members on their availability.

B. COUNCIL-GENERATED STAFF WORK

- All requests for staff work must go through the City Manager.
- The City Manager determines how much work a request will take.
- If significant, the Council must support the request.

C. GIVING DIRECTION TO THE CITY MANAGER

- The Council collectively gives direction to the City Manager.

D. WORKING WITH THE CITY MANAGER IN COMMUNICTIONS WITH THE STAFF

- Routine requests for information can be asked directly of staff without going through the City Manager.
- If staff would be put in an awkward position or feel that they were being given direction, go through the City Manager for the information.
- If you have a question of staff about an item on the agenda, when possible ask the staff person ahead of time (before the meeting) so that he/she can be prepared with the answer.
- As much as possible, e-mail staff with requests for information and c.c. the City Manager. The City Manager shares the information equally with all Council members.

E. GIVING DIRECTION TO THE CITY ATTORNEY

- The Council collectively gives direction to the City Attorney.
- Council members individually may request information of the City Attorney.
- Be cognizant that the City Attorney works by the hour and is the attorney for the entire City Council, not the individual Council member.
- Decisions regarding City Attorney attendance at other than City Council and Planning Commission meetings are determined by the City Manager with the City Attorney.

F. RESPONDING INDIVIDUALLY, AS A COUNCIL MEMBER, TO PUBLIC COMPLAINTS OR INQUIRIES

- Report serious public complaints or inquiries to the City Manager and ask the City Manager to follow up with the member of the public.
- Routine complaints (e.g., replacement of a street light) can go directly to the appropriate department.
- Let the City Manager know if you've spent time with a community member dealing with a complaint.

- Inform the complainant that the appropriate staff member will be notified of a complaint.
- When possible, email the City Manager with complaints or forward complainants' emails to the City Manager.
- If a public member's perception is that they have been treated poorly (e.g., rude) by a City staff member, the Council member needs to share the information with the City Manager.

G. COUNCIL MEMBER REPRESENTATION ON REGIONAL BOARDS
- The Mayor appoints, at a Council meeting, Council member representatives and alternates to regional boards.

H. COUNCIL MEMBER REPRESENTATION ON COUNCIL SUBCOMMITTEES
- The Mayor appoints, at a Council meeting, Council member representatives to Council subcommittees.

I. RESPONDING TO THE PRESS
- When contacted by the press, clarify whether you're speaking on behalf of the Council or yourself.
- If you do not feel knowledgeable about an issue, refer matters to the Mayor, an appropriate Council member or the City Manager.
- All press calls need to be answered and as quickly as possible.
- Confidential issues (anything discussed in closed session) cannot be talked about with anyone.

J. CONSENSUS* DECISION MAKING
- Council members strive toward consensus, including healthy discussions allowing for divergent opinions and/or disagreement.
- If consensus cannot be reached, or if legally required, a vote is taken.

*Consensus = General agreement; a decision that all can live with

K. ACTION OF COUNCIL SUBCOMMITTEES
- Council subcommittees cannot take action on behalf of the Council; they can only make a recommendation to the City Council for action.
- Council subcommittees operate under the Brown Act.

- Minutes of Council subcommittee meetings and Boards/Commissions on which a Council member participates as a member of the Board/Commission will be placed on the Council's consent calendar at the regular meeting of the Council following preparation of the minutes

II. **MEETING MANAGEMENT** In order to facilitate efficient and effective meetings and to optimize the City's resources and the publics' time the Council will utilize the following tools during Council meetings:

- Council meetings will be run utilitzing Rosenberg's Rules of Order, Simple Parlimentary Procedures for the 21st Century (attached)
- Speaker cards will be utilized for agendized items to allow members of the public to identify the item(s) on the agenda on which they wish to participate.
- City Council agendas will include estimated allotments of time for each agendized item and will be available to the public.
- City Council members will each be given three minutes to discuss a the motion. Thereafter each member will given one additional minute per round until debate or chances for rebuttal are made regarding the motion to discuss the motion. And that the Chair of the meeting will poll each Councilmember on each series of discussions and will continue to do so until the question is called and there is a motion or a vote to close comments, or there is no more discussion. In order to re-open Public Comment or call staff back to the podium, will require the consensus of the Council or formal vote. The Chair will also have discretion on the question period. Rosenberg's Rules will remain as it stands, affirming that discussion may only follow after a motion has been made. This protocol will also apply to closed session discussions.

IN ADDITION TO THE PROTOCOLS, WHAT DO COUNCIL MEMBERS EXPECT AND NEED OF EACH OTHER TO WORK EFFECTIVELY AS A TEAM?

Consensus List:
- Answer and return emails and phone calls; flag emails that are important and include a time when you need a response
- The Mayor will establish weekly "office hours" for 1-2 hours/per week for communications from fellow Council members
- Indicate your preference for getting messages quickly
- Don't speak over each other
- Everyone should have the opportunity to get their say in closed session and respect each other's opinion; formalize agendas with timeframes and clarify about whether direction is needed or not; consider change to formal venue

- Be honest
- Be prompt
- Be present and be prepared
- Avoid repeating what someone else has said
- Listen to each other
- Be brief in your comments
- Get closed session packet as early as possible
- Be advocates, not activists (willing to accept others' views)