

# ADMINISTRATIVE REPORT

Date: January 15, 2019

Agenda Item No.: 5C

Council Action Date: January 19, 2019

**To: Honorable Mayor and City Council****From: Gregory Diaz, City Attorney  
Antoinette M. Mann, City Clerk****Subject: City Council Protocols****RECOMMENDATION**

It is recommended that City Council review the current City Council Protocols and provide input to staff on revisions.

**DISCUSSION**

City Council protocols, or the "Rules of Order", is a document that contains rules and regulations City Council adopted in 1994 and have revised as needed, to effectively run a City Council Meeting. Protocols allow for consistent processes and rules at meetings. Protocols traditionally are reviewed annually for possible updates and when updated, a resolution approving the updates is adopted by City Council.

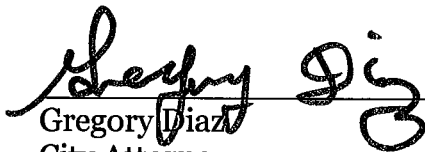
Staff will highlight the following sections, to ensure all City Councilmembers are knowledgeable on these topics, with an educational PowerPoint:


<b>Topic</b>	<b>Page Numbers</b>
Absence of Mayor & Deputy Mayor	2-3
Abstentions	6, 10
Voting & Late Votes	10
Use of Email, Text Messaging, Other Electronic Devices During City Council Meetings	11
Quasi-Judicial Proceedings	14
Ex parte Contacts <ul style="list-style-type: none"> <li>• Quasi-Judicial Matters</li> <li>• Alcohol Licenses</li> </ul>	14 & 15
Policy Consideration Process	27
City Council Mail – Handling & Processing	32
Master Calendar of Events	33
Rules of Order (Rosenberg's Rules)	45
Mayor Rules on all Issues of Order & Procedure, Subject to a Vote of the Entire Body	A-4

Additionally, staff is requesting that the following pages be reviewed and discussed for potential revisions:

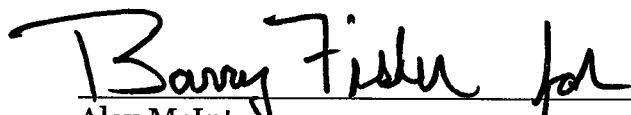
Issue/Subject	Page Numbers
Reorganize and Recodify to Make Easier to Use on the Fly	---
Remove Duplicate Provisions In Section 1 – Council Meetings and Put in Separate Meetings Resolution	1
Closed Session – Start Time @ 5:00 pm, Remove from Protocols and Put in Resolution	1
Remove Section II Order of Business (Agenda Format) from Protocols and Put in Separate Resolution	4
Referral Status Report - Delete	6
5 Minute Rule for City Council Members on an Item	8
5 Minute Rule Total for Speakers who want to Speak on Multiple Items	21 & 22
City Council Committees – New Initiatives or Review Before Entire City Council Receives for Feedback	29
Requests for Research to Staff – Through City Manager or Staff?	34

Staff is recommending that after the 2019 revisions are presented to the City Council, that the Protocols in their entirety be reorganized and recodified to allow for easier use at a meeting.

  
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Gregory Diaz  
City Attorney

  
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Antoinette M. Mann, MMC, CRM  
City Clerk

FORWARDED TO THE CITY COUNCIL

  
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Alex McIntyre  
City Manager