

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: October 1, 2024

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To: Honorable Mayor and City Councilmembers
From: Ad Hoc Committee for City Council Protocols and Procedures
Subject: Discussion of Proposed City Council Protocols for
 Selection of Mayor/Vice Mayor
 Role of Mayor/Role of Vice Mayor
 Seating Selection
 Trainings (This policy will return at a future City Council meeting)

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RECOMMENDATIONS:

That the City Council review and discuss the options /examples from other CA cities regarding policies to be incorporated into a City Council Protocols and Procedures Handbook. It is the recommendation that the Council approve the preferred procedure and City staff will return the policies for formal approval at the next City Council meeting.

EXECUTIVE SUMMARY:

The purpose of protocols is to set forth policies and provisions, including rules of decorum beyond those required by state law. Completion of a City Council Procures and Protocols Handbook will establish protocols to provide an effective environment for the City Council to provide leadership to ensure that the business of the City is conducted in an orderly and efficient manner to facilitate sound City Council and public deliberation and decision making. Completion of this Handbook is intended to accomplish two goals: First, the handbook will be an informational guide for anyone doing business or appearing before the City Council. Second, the handbook will be a compilation of Procedures and Protocols that have been formally adopted by Council Resolution rather than separate resolutions and policies.

BACKGROUND AND DISCUSSION:

At the September 17th Council Meeting, the Council discussed the process of creating clear rules of decorum by reviewing and approval the first set Council protocols. It is the intent of this Ad Hoc Committee to receive input from the City Council and create a City Council Protocols and Procedures Handbook that is fair, equitable, efficient, and transparent for all City Councilmembers as well as recognizing the worth, dignity, experience and contributions of each individual Councilmember.

The following items were approved as the first tasks for the Ad Hoc Committee to provide recommendations/ examples to the Council:

First & Second Policy to be presented to the City Council:

1. Selection of Mayor/Selection of Vice Mayor
2. Role of Mayor/Role of Vice Mayor
3. Seating of City Councilmembers Based upon Selections of Mayor and Vice Mayor
4. Required Trainings (Brown Act; Ethics; Work Place Violence; Sexual Harassment)

The Committee has met, reviewed examples from other California Cities and provided a summary of options for each policy based upon review of other policies. The Committee has also included various examples from cities in the attached tables for reference.

The City Council should review the options, and may select an option presented or may develop a protocol comprised of pieces from multiple options as outlined in the reference table. Based on Council direction, City staff will return the policies for formal approval at the next City Council meeting.

STAFF ANALYSIS:

Certain state laws and other established regulations exist which govern various responsibilities of the City Council. The protocols are not intended to supersede any existing statutes or regulations, but policies included will increase its value as a tool for new Council Members as well as new Mayors or Vice Mayors as there will be clear and concise processes. Even once approved, protocols may be amended by a majority vote of the Council Members. In the event of any conflict between protocols and applicable state or federal law, the applicable federal law, state law or own City Municipal Code shall control.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

There is no fiscal impact associated with Council review and direction to City staff.

RESTATED RECOMMENDATION:

That the City Council review and discuss the options /examples from other CA cities regarding policies to be incorporated into a City Council Protocols and Procedures Handbook and direct staff on recommended preferred procedure. Upon majority vote of the recommended protocol, City staff will return the policies for formal approval at the next City Council meeting.

CITY COUNCIL OPTIONS:

That the City Council:

1. Direct staff on recommended actions to certain policies, and request those policies not acted upon to return for further discussion; or
2. Not provide direction to staff and request that the item return at a later time for continued discussion of policies

ATTACHMENTS:

Proposed Policies:

Attachment 1	Policy 1	Selection of Mayor and Vice Mayor
Attachment 2	Policy 2	Role of Mayor and Vice Mayor
Attachment 3	Policy 3	Seating Selection upon Election of Mayor and Vice Mayor

APPROVALS:

Department Head Approval: Approval Date:

CEQA Determination (Planning): Approval Date:

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines.

Administrative Services (Financial) Approval Date:

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable)

City Attorney Approval
City Manager Approval:

Approval Date:
Approval Date: