

City Council Handbook

A Reference Guide
for Council
Members

City Council Work
Session
August 1, 2016



Aspiring. Achieving. Accelerating.

Summary

- Resource for Council and Staff – reference guide to the City organization, protocol, procedures, documents, and best practices
- Set mutual expectations, provide clarity
- Establish two-way communication protocol

Council Comments

- July 11, 2016 Work Session
- Significant discussion on Section 10 – Interaction with City Staff
- Edit Sections 5, 6, 7 and 9 to reduce verbiage
- Return to Council with edits - focus on Section 10

Edits

- Reduced verbiage/reorganized:
 - Section 4 – Guiding Documents
 - Section 7 – Positions Appointed by Council
- Major edits to Section 10 – Interaction with City Staff
 - Section 10.3 – Council/Staff Relationship completely rewritten
 - Established Council/staff communication hierarchy
 - City Manager will agendaize items of substantial effort
- Modified Section 11 – Staff Support
 - Added Section 11.1.1 Staff Support of Council on Boards and Committees

10.3 Council/Staff Relationship

- a) Treat all Council Members with Respect.
- b) ... all council members should make decisions with the same information...
- c) Be Cautious in Representing City Positions on Issues.
- d) Depend upon the Staff to Respond to Citizen Concerns and Complaints.
- e) Treat All Staff as Professionals.
- f) Channel Communications Through the Appropriate Senior City Staff.
- g) Never Publicly Criticize an Individual Employee,...
- h) Council Non-interference in Administrative Services.
- i) Understand Staff's Time for Added Work is Limited.
- j) Do Not Solicit Political Support from Staff.

11.1 Staff Support

- Revised Section to Revise and Add:
 - Section 11.1.1 Staff Support of Council on Boards and Committees
 - 11.1.2 Staff Support of Boards and Commissions

Example Cities

- Council Requested Examples from Other Cities:
 - Suwanee GA, Council Protocol Handbook
 - City of Bothell, WA Council Protocol Manual
 - City of Palo Alto, CA Council Protocol Manual
 - City of Rocklin Council Handbook
 - City of Arcata CA Council Protocol Manual
 - City of Shoreline, WA Council - Staff Communications Guidelines
 - City of Laredo TX Procedures Manual