



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 17, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER
MARICELA HERNANDEZ, CITY CLERK

SUBJECT: REVIEW, DISCUSS AND ADOPT RECOMMENDED AMENDMENTS TO THE CITY COUNCIL PROTOCOLS. REVIEW AND DISCUSS OTHER RECOMMENDATIONS BY THE COUNCIL'S PROCEDURES AND PROTOCOLS TASKFORCE

MEETING DATE: SEPTEMBER 13, 2023

SUMMARY RECOMMENDATION:

That the City Council review, discuss and adopt recommended amendments to City Council Protocols (Protocols); and review and discuss other recommendations by the Council's Procedures and Protocols Taskforce (Taskforce).

BACKGROUND:

City Council Protocols were first adopted on February 12, 2014, and amended on September 9, 2020.

Per the request made at the April 27, 2022, Council meeting, the City Clerk distributed current Protocols to Councilmembers on May 12, 2022; and requested they provide input to the City Attorney and the City Manager. In addition, the City Manager and City Clerk conducted extensive research of other cities' protocols and met on several occasions. The Taskforce composed of Councilmembers Bozajian and

Kraut, the City Manager and City Clerk met on three occasions to review and recommend amendments to the Protocols, which are attached for Council's review.

There are a number of recommended amendments throughout the Protocols relating to formatting, grammatical corrections and clarification on ambiguous sections.

Major amendments include:

- Mayor's Role
 - Section 2 was modified
 - Section 3, 4, 9, 11 and 16 were added
- Campaign Reform:
 - New section added
- City Council Preparation
 - Sections 2 was added
- Public Meetings
 - Section 7, 11 and 16 were added
 - Section 6, 8 and 22 were modified
- City Council Interaction and Communication
 - Section 6, 13, 15 and 16 were added
- City Council Interaction with Staff
 - Section 5 was modified
 - Section 13 was added
- Committees of the Council
 - Sections 2 and 8 were added
- Commissions and Boards
 - Commission procedures were removed because there is a specific Handbook with the same information that is provided to all Commissioners upon appointment. The Taskforce will later meet to review and recommend updates to such Handbook.
- Information about Brown Act requirements was removed as such is mandated by State law.

- Resident Communications
 - Section 4 was added

In addition to the changes above, the Taskforce also recommends that the weekly Mayor's Letter to the Community be suspended.

REQUESTED ACTION:

1. That the City Council review, discuss and adopt recommended amendments to Council Protocols.
2. Review, discuss and provide direction on Taskforce recommendation to suspend the Weekly Mayor's Letter to the Community.

ATTACHMENTS:

- A. Current Council Protocols
- B. Proposed City Council Protocols (redlined version)
- C. Proposed City Council Protocols (clean version)