



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 6, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT: ADOPTION OF AMENDMENTS TO THE CITY COUNCIL PROTOCOLS
MEETING**

DATE: MARCH 27, 2024

SUMMARY RECOMMENDATION:

That the City Council adopt the amended City Council Protocols.

BACKGROUND:

At the request of the Council, the initiative to update the City Council Protocols began in April 2022. The Commission Procedures/Council Protocols Task Force (Task Force), consisting of Mayor pro Tem Kraut and Councilmember Bozajian, and assisted by the City Manager and City Clerk met on multiple occasions to review and recommend amendments to the Protocols.

At the January 31 meeting, the City Council reviewed, discussed, and agreed on some amendments. The item was continued to the February 14, 2024, meeting, where the City Council agreed on additional amendments and remanded a few more to the Task Force.

The redlined version of Council Protocols depicts the following:

- **Red text** agreed upon amendments by members of the City Council at the January and February meetings
- **Yellow highlight** changes made by the City Council at the January and February meetings
- **Teal highlight** items remanded to Task Force which are listed below:

Section	Prior Recommendations	Updated Recommendations
Mayor's Role	<p>8. Two Councilmembers may place an item on the Future City Council agenda. Future items shall be agendized within 90 days.</p> <p>9. Items shall be agendized in the following order:</p> <ul style="list-style-type: none"> a. Matters of urgency b. Strategic priorities c. Council Committee or Taskforce recommendations d. Future City Council agenda items in the order they were requested 	<p>8. The Mayor or two Councilmembers may place an item on a future City Council agenda. Future items shall be agendized within 90 days.</p>
Campaign Reform	<p>1. If the Mayor or any Councilmember are up for election, the Mayor will appoint two Councilmembers who are not up for election to moderate any City voter outreach or election-related activities of the Mayor's Youth Council from the beginning of the nomination period until election day.</p> <p>2. Any announcement or event that highlights the Mayor or another Councilmember who is up for election, by singling him</p>	<p>Item 1 was moved to Mayor's Role as Item 16. Items 2 and 3 were removed.</p>

	<p>or her out by name or by photo will not be advertised or held from the beginning of the nomination period until election day. This includes the State of the City but does not prevent the Mayor from speaking at another function (such as a festival or ribbon cutting). It does, however, prevent the advertising of these functions from using the name or photo of the Mayor or another Councilmember.</p> <p>3. Councilmembers shall keep separate social media accounts for their roles as elected officials and candidate/campaign. Posts to the elected official accounts shall not include the promotion of any candidate or advocacy for any measure nor shall they be used for any Get Out The Vote message. City staff may use the City's official social media accounts to post anything in the normal course of business including a Get Out to Vote campaign but must refrain from promoting any candidate or measure.</p>	
<p>City Council Interaction and Communication</p>	<p>17. Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers. For all public meetings and event appearances, a reasonable effort shall be made to accommodate the schedule of all Councilmembers.</p>	<p>17. Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.</p>

REQUESTED ACTION:

That the City Council adopt the amended City Council Protocols.

ATTACHMENTS:

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