



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
ANNUAL WORKSHOP – WEDNESDAY, MAY 8, 2013
CITY HALL COUNCIL CHAMBERS
100 CIVIC CENTER WAY, CALABASAS
www.cityofcalabasas.com**

NOTE: SPECIAL MEETING - 6:00 P.M.

THE STARTING TIMES LISTED FOR EACH AGENDA ITEM SHOULD BE CONSIDERED A GUIDELINE ONLY. THE CITY COUNCIL RESERVES THE RIGHT TO ALTER THE ORDER OF DISCUSSION IN ORDER TO RUN AN EFFECTIVE MEETING. IF YOU WISH TO ASSURE YOURSELF OF HEARING A PARTICULAR DISCUSSION, PLEASE ATTEND THE ENTIRE MEETING. YOU MAY SPEAK ON A CLOSED SESSION ITEM PRIOR TO COUNCIL'S DISCUSSION. TO DO SO, PLEASE SUBMIT A SPEAKER CARD TO THE CITY CLERK AT LEAST 5 MINUTES PRIOR TO THE START OF CLOSED SESSION. THE CITY VALUES AND INVITES WRITTEN COMMENTS FROM RESIDENTS ON MATTERS SET FOR COUNCIL CONSIDERATION. IN ORDER TO PROVIDE COUNCILMEMBERS AMPLE TIME TO REVIEW ALL CORRESPONDENCE, PLEASE SUBMIT ANY LETTERS OR EMAILS TO THE CITY CLERK'S OFFICE BEFORE 5:00 P.M. ON THE MONDAY PRIOR TO THE MEETING.

OPENING MATTERS – 6:00 P.M.

Call to Order/Roll Call of Councilmembers
Pledge of Allegiance
Approval of Agenda

ORAL COMMUNICATIONS - PUBLIC COMMENT

SPECIAL ITEMS

1. City Revenue Overview:
 - a. Relationship to land use
 - b. Annexations (Mountain View and Craftsman's Corner)
 - c. Transient occupancy tax
2. Voter turnout and other election issues.
3. Council liaisons and appointments to external committees.

4. Commission appointment protocol.
5. Council protocols.
6. Council priorities for upcoming year.

ADJOURN

The City Council will adjourn to their next regular meeting scheduled for Wednesday, May 22, 2013, at 7:00 p.m.

A copy of the City Council agenda packet is available for review at City Hall and the Calabasas Library. Materials related to items on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 100 Civic Center Way, Calabasas, CA 91302, during normal business hours. Such documents are also available on the City of Calabasas website at www.cityofcalabasas.com subject to the City staff's ability to post the documents before the meeting. The City of Calabasas, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office, (818) 224-1600, at least one business day prior to the scheduled meeting to ensure that we may assist you.



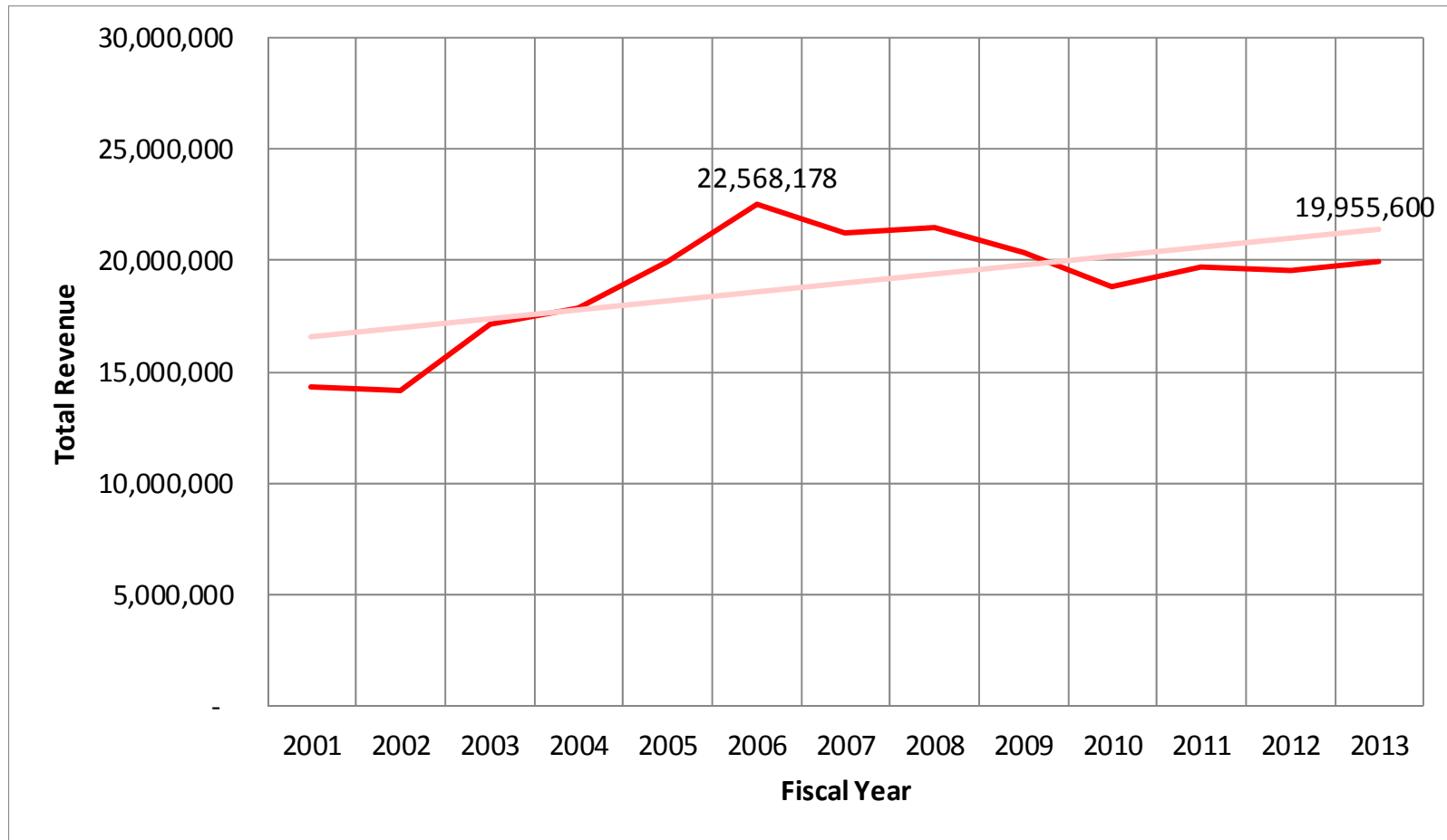
CITY of CALABASAS

City Revenue Overview

May 8, 2013



Total Revenue History





Sources of Revenue (by major category)

	<u>Estimate</u>	<u>%</u>
Sales Tax (1%)	\$5,834,300	29%
Utility User's Tax (5%)	3,242,400	16%
Property Tax (4.17% of 1%)	2,744,700	14%
Vehicle License Fees (0.65%)	1,966,600	10%
Transient Occupancy Tax (12%)	1,247,700	6%
Creekside Preschool Registration	930,000	5%
Franchise Fees (Cable, Elec., Gas)	676,800	3%
Building Fees	511,100	3%
Planning Fees	573,600	3%
Interest Income	217,000	1%
DeAnza Youth Sport Leagues	116,800	1%
DeAnza Recreation Program Fees	110,300	1%
DeAnza Senior Programming	89,200	0%
Engineering Fees	70,600	0%
Other (interfund x-fers, lease income, LVPA, etc.)	1,624,500	8%
Total Revenue	\$19,955,600	100%



Sales Tax Concerns

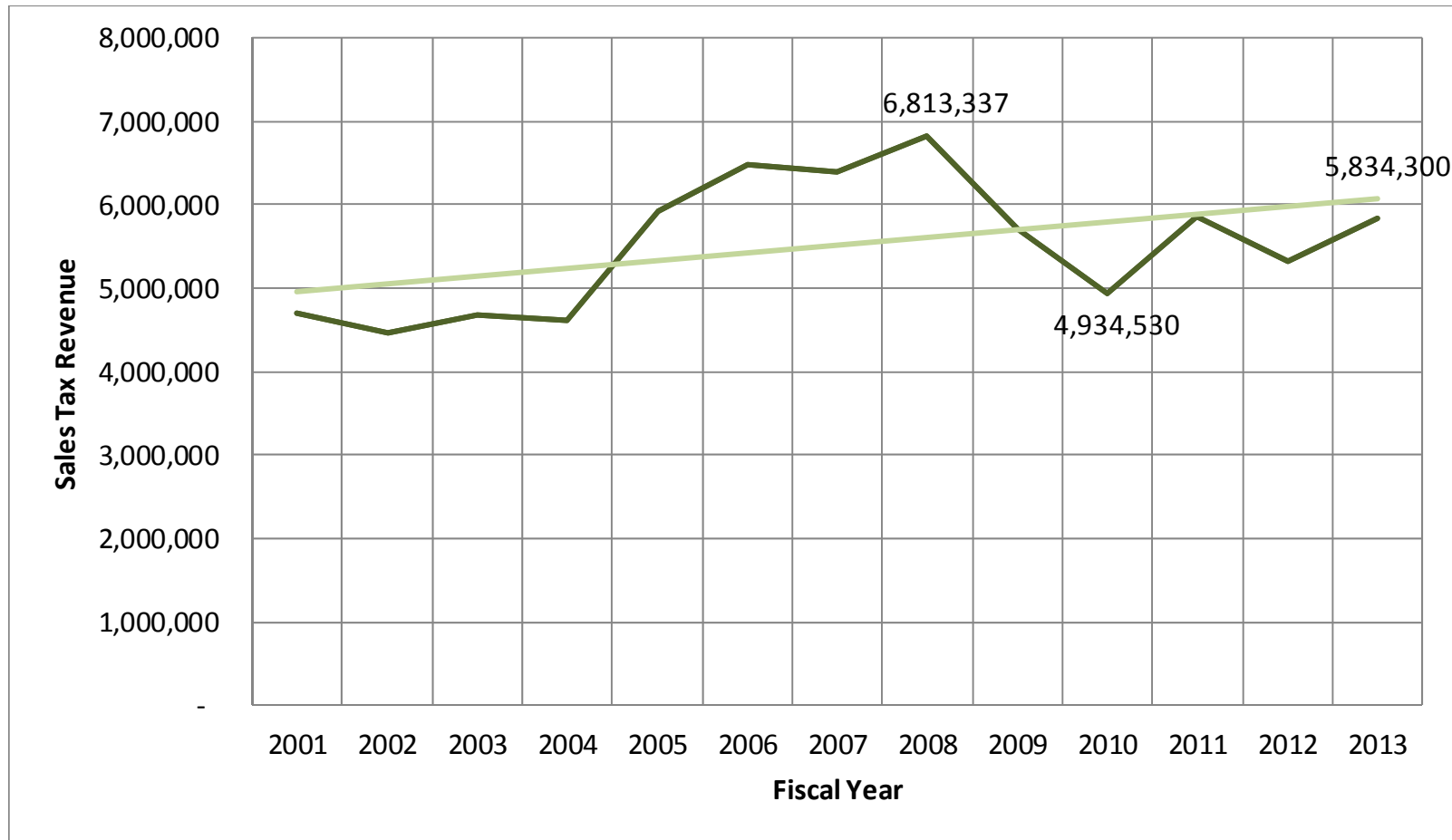
1. ~60% of Sales Tax Revenue comes from 10 companies

<i>Categories</i>	<i>Amount</i>
Auto Sales - New	\$1,497,555
Business Services	1,040,797
Leasing	575,051
Electronic Equipment	115,973
Food Processing Equipment	102,662
Sub-total Sales Tax - Top 10	\$3,332,037

2. Top 2 Sales Tax producers generate \$1.1M annually (~20%)
3. Volvo of Calabasas left the City; and IXIA Communications moved its sales function to Santa Clara, CA.



Sales Tax Revenue History



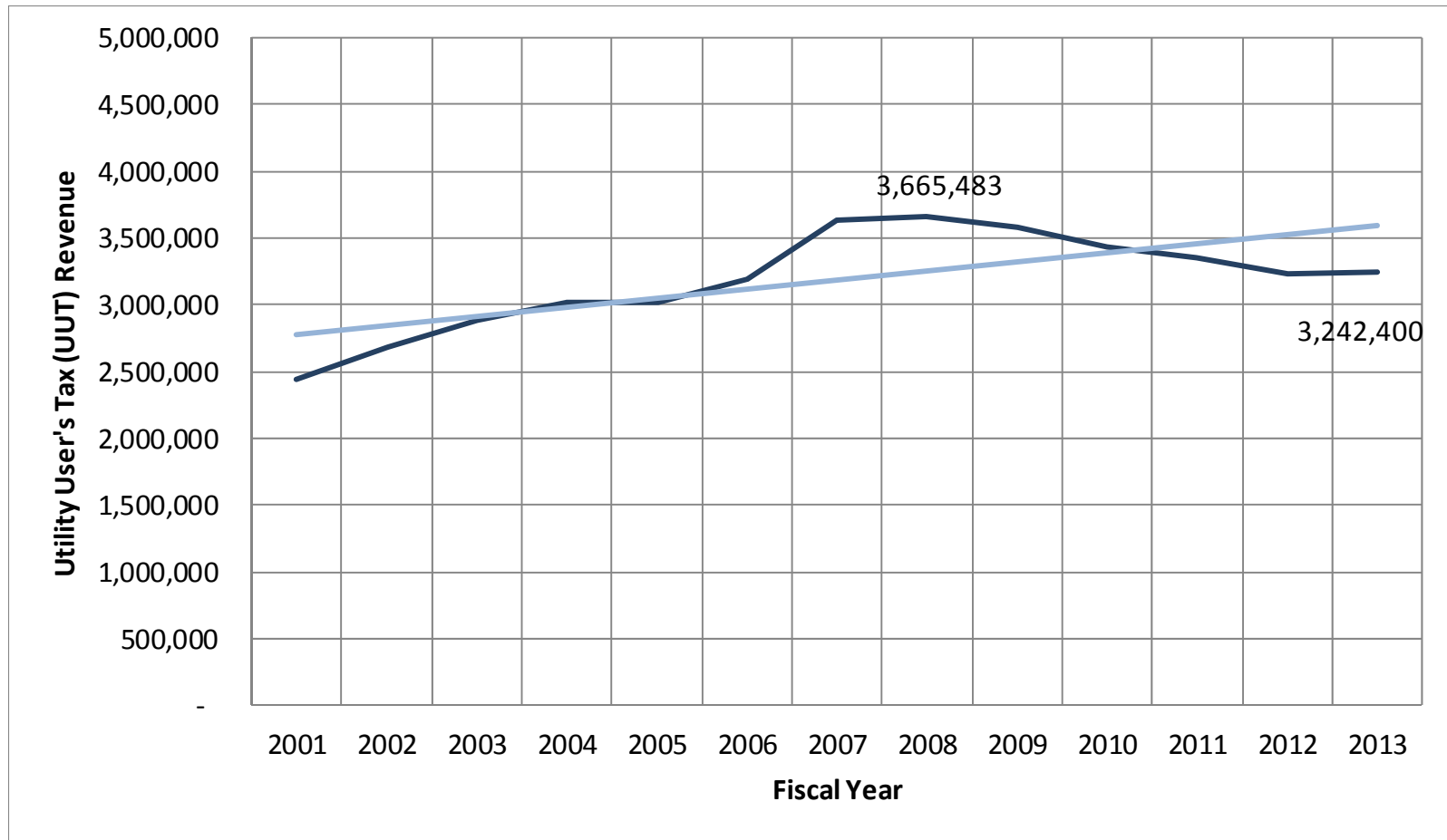


Utility User's Tax (UUT) Revenue Sources

<u>Sources (5% of telephone, cell, gas, and electric)</u>	<u>Estimate</u>	<u>%</u>
Electric	\$1,855,400	57%
Gas	296,300	9%
Telecommunications	1,090,700	34%
Total UUT	\$3,242,400	100%



Utility User's Tax (UUT) Revenue History





Property Tax Overview

Property Tax and How It's Calculated

FORMULA: Net Assessed Value x 1% x City Share

Net Assessed Value = \$6,584,768,100

City Share = 4.17%

Est. Property Tax Revenue = \$2,744,700

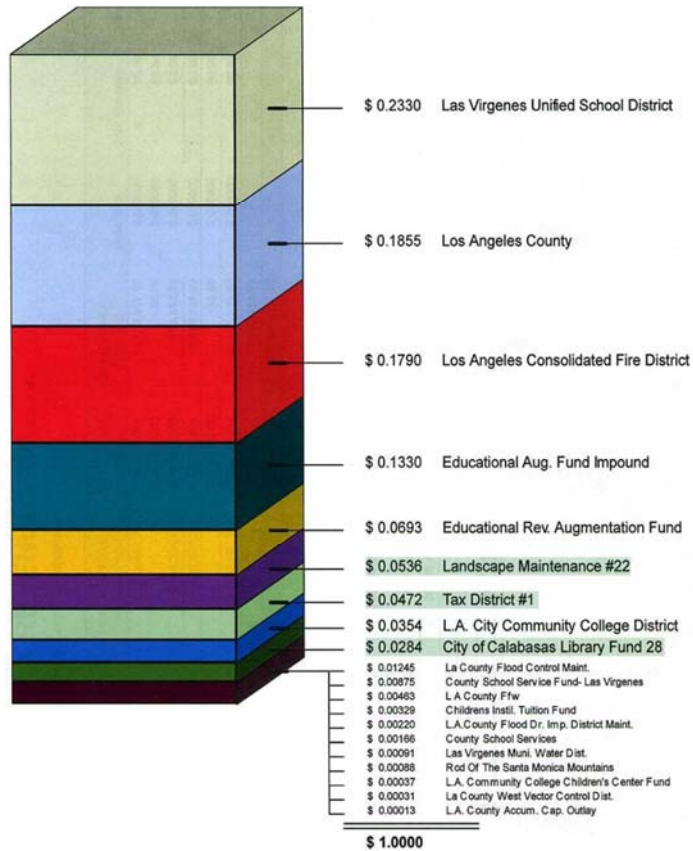


CITY of CALABASAS

City Share of Property Tax

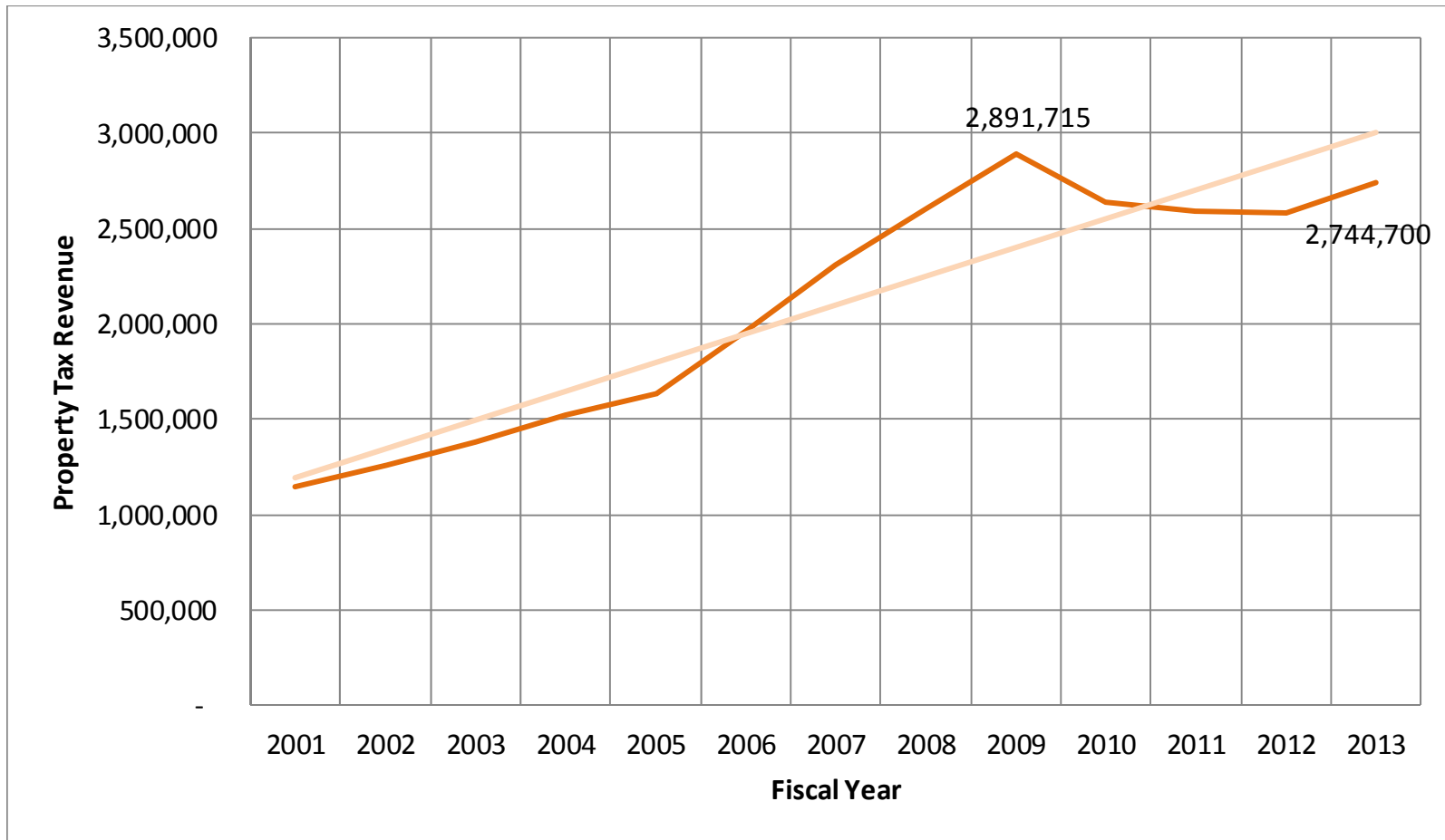


THE CITY OF CALABASAS PROPERTY TAX DOLLAR BREAKDOWN





Property Tax Revenue History





Transient Occupancy Tax Revenue

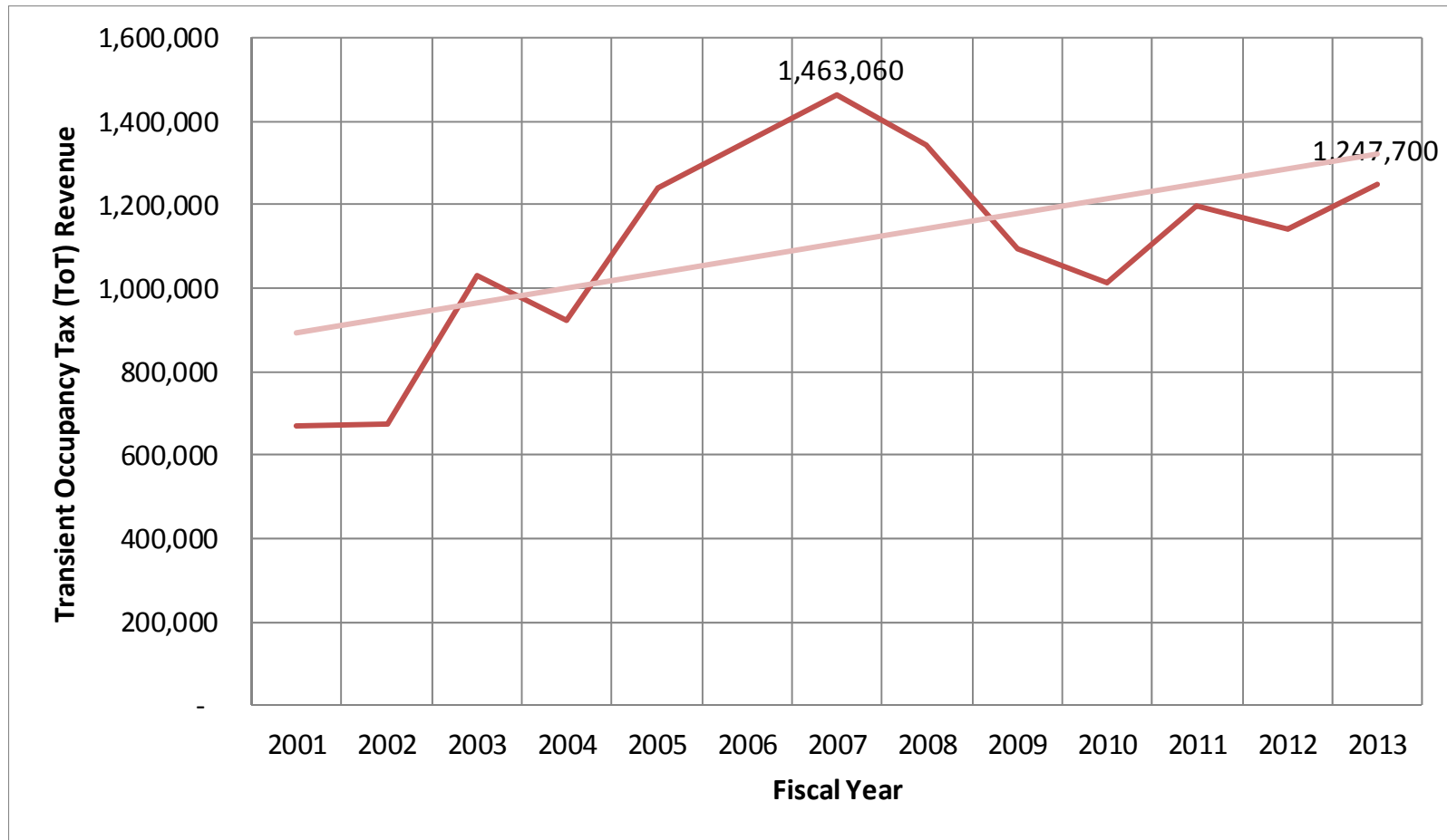
ToT by Hotel

Hilton Garden Inn	\$635,200
Country Inn & Suites	300,500
Good Nite Inn	<u>312,000</u>
Total ToT	\$1,247,700

NOTE: If the tax rate is increased from 12% to 14%, assuming current pricing and occupancy rates remain unchanged, the City would realize an additional \$207,900 in ToT revenue per year.



Transient Occupancy Tax Revenue History





CITY of CALABASAS

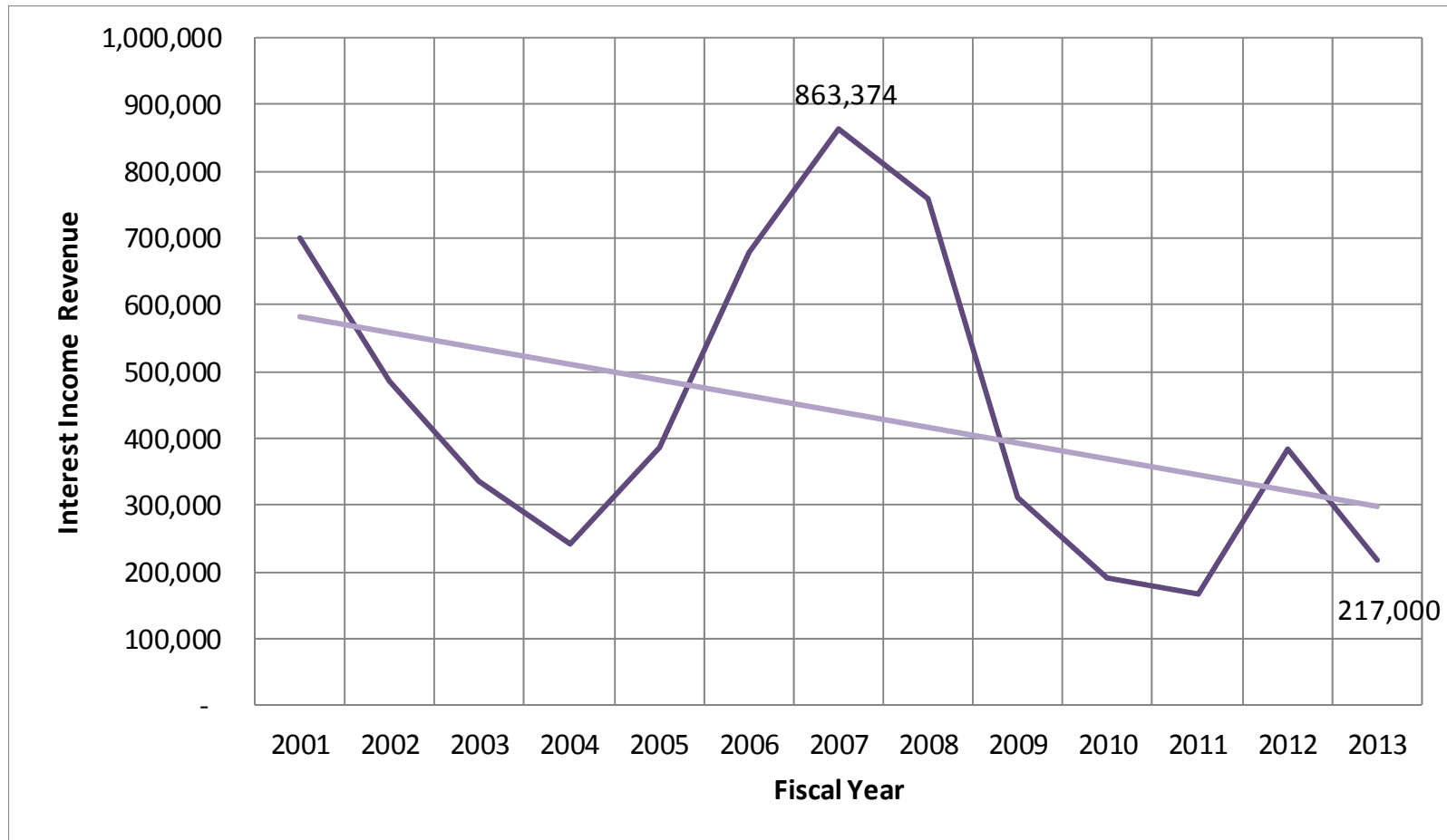
Interest Income Revenue

Investments

Local Agency Investment Fund (LAIF)	0.26%
Brokerage Accounts (Gov't Agencies)	3.20%
Weighted Average Return	1.74%



Interest Income Revenue History





Additional Possible Revenue Sources

1. Mountain View (Annexation)

Est. Property Tax Revenue	\$306,506
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2. Craftsman's Corner (Annexation)

Est. Property Tax Revenue	\$92,526
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Est. Sales Tax Revenue	321,311
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Total Craftsman's Corner Tax Revenue	\$413,837
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3. Transient Occupancy Rate Increase from 12% to 14%

Assuming no change in room rate or demand	\$207,900
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**Council Liaisons Appointments
May 8, 2013**

Budget Liaison	Mayor Gaines Councilmember Martin
Emergency Preparedness Task Force	Councilmember Maurer Councilmember Martin
Open Space Liaison	Councilmember Maurer Councilmember Bozajian
Schools Area Traffic Safety Committee	Mayor Gaines Mayor pro Tem Shapiro
Schools Partnership Subcommittee	Councilmember Bozajian Mayor pro Tem Shapiro

**Council External Committee Appointments
May 8, 2013**

<u>Agoura Hills/Calabasas Community Center Joint Powers Authority Board</u>	Councilmember Bozajian – Alternate Mayor Gaines Mayor pro Tem Shapiro – Alternate _____ Mark Shear – Alternate _____
<u>Calabasas Chamber of Commerce</u>	Councilmember Martin
<u>California Contract Cities Association</u>	Councilmember Bozajian
<u>California Joint Powers Insurance Authority</u>	Councilmember Martin Mayor pro Tem Shapiro (Alternate)
<u>Economic Alliance of the San Fernando Valley Board of Directors</u>	Mayor Gaines Mayor pro Tem Shapiro (Alternate)
<u>Headwaters Corner Interpretive Center Board of Directors</u>	Councilmember Maurer Councilmember Martin (Alternate)
<u>Las Virgenes – Malibu Council of Governments</u>	Councilmember Martin Mayor pro Tem Shapiro (Alternate)
<u>League of California Cities, Los Angeles County Division</u>	Councilmember Bozajian Councilmember Maurer (Alternate)
<u>Los Angeles County City Selection Committee</u>	Mayor Gaines Mayor pro Tem Shapiro (Alternate)
<u>Santa Monica Mountains Conservancy Advisory Board</u>	Councilmember Maurer
<u>Southern California Association of Governments (SCAG)</u>	Councilmember Martin
<u>Valley Industry Commerce Association (VICA)</u>	Mayor Gaines



CITY *of* CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 2, 2013

TO: MEMBERS OF THE CITY COUNCIL

FROM: MAYOR FRED GAINES AND COUNCILMEMBER JAMES BOZAJIAN

SUBJECT: UPDATE TO CITY COUNCIL PROTOCOLS.

MEETING DATE: MAY 8, 2013

SUMMARY:

Recommendations from Mayor Fred Gaines and Councilmember James Bozajian:

1) Order of Business for Agendized Items

Public hearings and discussion items at City Council meetings shall proceed in the following order:

- a. City staff presents a report of the item under consideration
- b. Councilmembers may ask questions of staff
- c. Public testimony is taken
- d. Councilmember comments and discussion
- e. Vote is taken

2) Public Speaker Cards

Members of the public wishing to address the City Council must fill out a Public Speaker Card and hand the card to the City Clerk prior to the start of the hearing on the agenda item or the start of the oral communications/public comment period.

No additional Public Speaker Cards will be accepted after the start of the public comment period for an agenda item.

The Public Speaker Card should include space for the speaker to provide his or her name, address, phone number and e-mail address, so as to allow the speaker to be added to the City's notification list for the agenda item. The speaker is to include their City of residence on the Public Speaker Card. The Public Speaker Card shall state that "I hereby affirm that the testimony I will give before the Calabasas City Council will be the truth to the best of my knowledge," and shall be signed by the person requesting to speak.

3) Communications at Meetings

Once a City Council meeting begins, all communications to Councilmembers must be public and shared with all City Council Members. No private communications with individual City Councilmembers are allowed via text, e-mail, telephone, social media, passed note or any other method.

4) Conduct in the City Council Chambers

Each person who addresses the City Council on any item shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Council, staff or general public which disrupts, disturbs or otherwise impedes the orderly conduct of the meetings. All public speakers must face and address the City Council, and shall not address members of the audience.

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, stamping of feet, waving of signs or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meetings infeasible. A member of the audience engaging in any such conduct shall, at the discretion of the presiding officer, a majority of the City Council, or the Sergeant-At-Arms be subject to ejection from the meeting per Gov. Code Sect. 54954.3(c).

Any person who commits the following acts with respect to a meeting of the City Council shall be removed from the Council Chambers per Gov. Code Sect. 54954.3(c).

- (a) Disorderly, contemptuous or insolent behavior toward the City Council or any member thereof, causing interruption to the due and orderly course of said meeting;
- (b) A breach of the peace, boisterous conduct or violent disturbances, causing interruption to the due and orderly course of said meeting;

- (c) Disobedience of any lawful order of the Mayor, which shall include an order to be seated or refrain from addressing the City Council or audience; and
- (d) Any other unlawful interference with the due and orderly course of said meeting.

5) Appointments to Commissions

All persons requesting appointment or re-appointment to a City Commission must make written application to the City Clerk. The City Clerk is to acknowledge receipt of each application by letter to the applicant which includes an explanation of the appointment process. All nominations for appointment must be placed on the City Council's public agenda with the applicant's name and a copy of the application (with personal information redacted). All nominees are required to appear in person before the City Council prior to appointment or re-appointment. The City Clerk shall send a letter to all applicants stating the results of the appointment process to which they applied.

ATTACHMENTS:

1. Resolution No. 95-337
2. Excerpt from April 9, 2003, City Council Meeting Minutes
3. City of Agoura Hills City Council Norms

**ITEM 5 - ATTACHMENT 1
RESOLUTION NO. 95-337**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ESTABLISHING RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS.

WHEREAS, it is the desire of the City Council of the City of Calabasas to conduct all Council meetings in an orderly, efficient and responsive manner; and

WHEREAS, the City Council wants to provide for continuity of responsibility and to provide sufficient time and opportunity for full consideration and public discussion of important issues which the City Council must review and decide, therefore it is necessary to adopt the following rules covering the conduct of meetings; and

WHEREAS, the City Council adopted Ordinance No. 95-92 on March 15, 1995 including Section 2.04.050 which authorizes the City Council to establish rules for the conduct of its proceedings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS HEREBY FINDS, CONCLUDES AND RESOLVES AS FOLLOWS:

Section 1. ADDRESSING NEW ITEMS AFTER 11:00 P.M.

It is the policy of the City Council of the City of Calabasas to conduct city business in a timely manner. Therefore, no new item of business listed on the agenda shall be addressed after 11:00 p.m. unless by majority vote of the city Council present. Any items not addressed that were listed on the agenda shall be continued to the next regular or adjourned regular meeting of the City Council.

Section 2. AGENDA.

(a) All reports, communications, ordinances, resolutions, contract documents, or other matters submitted to the council at a regular meeting shall be delivered to the city clerk not later than 9:00 a.m. preceding the meeting. The city clerk shall prepare the agenda of all matters under the direction of the city manager. The agenda including all items shall be delivered to the councilmembers and City Attorney on the [e.g. Friday] preceding the Wednesday council meeting to which it pertains and shall be made available to the public at the office of the City Clerk no later than Friday at 4:00 p.m. preceding the meeting.

(b) At least one copy of the agenda packet shall be placed in the City Library for use by the public, as well as providing copies of the Agenda to the Homeowners Associations, the Chamber of Commerce, at others upon request.

Section 3. CALL TO ORDER - ROLL CALL.

The Presiding Officer shall take the Chair at the appointed hour for the meeting, and shall immediately call the Council to order. Before proceeding with the business of the Council, the City Clerk shall call the roll of the members, and the names of those present shall be entered into the minutes.

Section 4. READING OF MINUTES.

Unless a reading of the minutes of a council meeting is requested by a majority vote of the council, the minutes may be approved without reading if the clerk has previously furnished each member with a copy.

Section 5. RULES OF ORDER.

Where not addressed in the body of this resolution, all questions as to procedure and debate shall be resolved by the City Attorney's interpretation of Roberts' Rules of Order, Newly Revised Edition.

Section 6. FAILURE TO OBSERVE RULES OF ORDER.

Rules adopted to expedite the transaction of the business of the council in an orderly fashion are deemed to be procedural only and the failure strictly to observe such rules shall not affect the jurisdiction of the council or invalidate any action taken at the meeting that is otherwise held in conformity with law.

Section 7. RULES OF DEBATE.

(a) **Getting the floor.** Every councilmember desiring to speak shall first address the chair, gain recognition by the presiding officer, and shall confine discussion to the question under debate, avoiding personalities and indecorous language.

(b) **Questions to staff.** A councilmember desiring to question the city staff shall, after recognition by the presiding officer, address the questions to the city manager, the city clerk, or the city attorney, who shall be entitled either to answer the inquiry or to designate a member of the staff for that purpose.

© **Interruptions.** A member, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as otherwise provided in these rules. If a member, while speaking, is called to order, he/she shall stop speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.

(d) **Points of Order.** The presiding officer shall determine all points of order subject to the right of any councilmember to appeal to the council. If an appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority vote shall conclusively determine such question of order.

(e) **Point of personal privilege.** The right of a councilmember to address the council on a question of personal privilege shall be limited in cases in which his/her integrity, character or motives are questioned or where the welfare of the council is concerned. A councilmember raising a point of personal privilege may interrupt another councilmember who has the floor only if the presiding officer recognizes the privilege.

(f) **Privilege of closing debate.** The Councilmember moving the adoption of an ordinance, resolution or other matter shall have the privilege of closing the debate after a full discussion has been had on said item as determined by the presiding officer.

(g) **Limitation on debate.** No councilmember shall be allowed to speak more than once upon any particular subject until every other councilmember desiring to do so shall have spoken. Remarks shall generally be limited to two minutes.

(h) **Motion to close debate.** When a motion to close debate is duly made and seconded, there shall be no further debate. If the question carries, the presiding officer shall put pending amendments to a vote, without debate, in the inverse order of their introduction before putting the main question. If the question is decided negatively, the main question and its amendments remain before the council.

(i) **Motion to reconsider.** A motion to reconsider action taken by the council may be made only on the day action was taken. It may be made either immediately at the same meeting in which the original decision was made or at the next following meeting. This motion must be made by one to the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member had the floor; it is debatable. Nothing in these rules prevents a member of the council from making or remaking the same or any other motion at a subsequent meeting of the council.

(j) **Remarks of councilmember - when entered in minutes.** A councilmember may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council entered in the minutes. If the council consents, the statement shall be entered in the minutes.

(k) **Synopsis of debate - when entered in the minutes.** The clerk may be directed by the presiding officer, with consent of the council, to enter into the minutes a synopsis of the discussion on any question coming regularly before the council.

(l) **Protest against council action.** Any councilmember shall have the right to have the reasons for his/her dissent from, or his/her protest against, an action of the council entered in the minutes. The dissent or protest to be entered in the minutes shall be made in the following manner: "I would like the minutes to show that I am opposed to this action for the following reasons ...".

Section 8. VOTING.

(a) **Majority Vote.** Three affirmative votes are required to enact an ordinance

or to adopt a resolution or motion granting a franchise or authorizing the payment of expenditure of money or incurring of a debt. The majority of a quorum is required to adopt other resolutions or motions. A "majority" refers to a majority of the quorum present.

(b) **Silence constitutes affirmative vote.** Unless a member of the council states that he/she is not voting, his/her silence shall be recorded as an affirmative vote.

© **Tie vote.** Tie votes shall constitute a failed which may be reconsidered.

(d) **Changing vote.** A member may change his/her vote only if he/she makes a timely request to do so immediately following the announcement of the vote by the city clerk and prior to the time that the next item in the order of business is taken up.

(e) **Absence from voting.** A member who has heard the full discussion of the matter before the Council shall be entitled to record his or her vote if at the time of the call of the vote said member was absent and the next item in the order of business has not been taken up.

(f) **Abstention from voting.** A councilmember may abstain from voting on any ordinance, resolution, or other motion.

(g) **Effect of Abstention.** If an abstention from voting is based on the advice of the City Attorney that said abstention shall not be recorded as either a negative or affirmative vote. Any abstention based on self disqualification, however, shall be registered as a vote consistent with that of the majority or as an affirmative vote for the subject ordinance, resolution or motion in the event of a tie.

Section 9. ADDRESSING THE COUNCIL.

(a) **Manner of addressing council.** Each person desiring to address the council shall step up to the microphone, shall be asked to state his or her name and address for the record, state the subject he/she wishes to discuss, state whom he/she is representing if he/she represents an organization or other persons, and unless further time is granted by majority vote of the council, shall limit his/her remarks to three minutes as determined by the chair. If the speaker feels he/she will need more time, he/she should so request before beginning his/her remarks. All remarks shall be addressed to the council as a whole and not any member thereof. No question shall be asked a councilmember or a member of the city staff without the permission of the presiding officer.

(b) **Spokesman for group of persons.** In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter. The presiding officer may request that a spokesman be chosen by the group to address the council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the council.

© **After motion.** After a motion has been made or a public hearing has been closed, no member of the public shall address the council from the audience on the matter

under consideration without first securing permission to do so by a majority vote of the city council.


Section 10. AMENDMENT OF RULES.

(a) Any provision of these rules not governed by the City Code may be temporarily suspended by a vote of the majority of the Council. The vote on any such suspension shall be entered into the minutes.

(b) These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED and ADOPTED this 19th day of July, 1995.




Dennis Washburn, Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF CALABASAS)

I, **ROBIN PARKER**, City Clerk of the City of Calabasas, California, **DO HEREBY CERTIFY** that the foregoing resolution, being **Resolution No. 95-337**, was duly adopted by the City Council of the City of Calabasas, at a regular meeting of the City Council held July 19, 1995, and that it was adopted by the following vote, to wit:

AYES: Mayor Washburn, Mayor pro Tem Hill, Councilmembers Foley, Lopata.

NOES: None.

ABSTAIN: None.

ABSENT: Councilmember Devine.



Robin Parker, CMC, City Clerk
City of Calabasas, California

City Attorney Vose returned to the dais. The City Council agreed to the provisions in Policy No. 1 - Standards of Professional Conduct/Procedures and Protocols, which would allow the Protocol Committee to bring forward a document containing the agreed upon measures for formal approval and allow for additional protocols to be brought forward at a future City Council meeting for consideration.

The City Council agreed, by consensus, to the provisions in Policy No. 2 - Council Meetings - New Protocol, as follows:

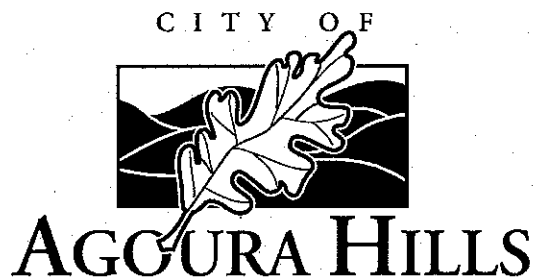
- Structure open session City Council meetings to begin promptly at 7:30 p.m and conclude promptly at 10:30 p.m. Requests to extend meetings beyond this deadline must be approved by a unanimous vote by the City Council. Any actions taken by the City Council after 10:30 p.m. without authorized extension shall be null and void;
- Change the May 2003 meeting schedule to May 7, 14, and 21, 2003. Additional meeting dates shall be scheduled at the discretion of the Mayor and the City Manager to accommodate City Council requests and to ensure that matters are heard in a timely fashion;
- Allow Mayor to work with the City Manager to set the agenda for City Council meetings in order to accommodate Councilmember requests and to ensure that all requested items are heard in a timely fashion;
- Authorize Mayor to call a five minute recess, as an alternative to asking a Councilmember to leave the dais, should a Councilmember breach the manners of meeting protocol and courtesy;
- Allow for reconsideration of a City Council vote on the basis that the requested action is given by a Councilmember who voted with the majority and only if he/she has the concurrence of any second Councilmember. Further, this action can only take place in order to consider information that is new or was not known during the passage of the item. The Mayor shall determine if new information has come forward to warrant reconsideration;
- Prohibit staff from taking any actions, executing contracts, or paying warrants based on informal voting or polling of Councilmembers. Any such official actions shall be performed and recorded in open sessions, or in closed session as permitted by law;
- Authorize the Mayor pro Tem to record the decisions made by the City Council during closed sessions, and direct the City Attorney to guide the City Council through the process of recording and publicly reporting those decisions properly;
- Allow Mayor to expedite an item in cases where large numbers of the public attend a meeting to give public testimony. Priority shall be given to those items with the greatest number of public speakers;
- Limit Councilmember announcements at the beginning of meetings to two minutes. At the Mayor's discretion, the general comment period may be moved to the end of the meeting or removed from the agenda when members of the public are waiting to speak;
- Adhere to the two minute time frame for initial City Council comments and allow the Mayor to use judgement on placing time limits on any one agenda item;
- Direct the Protocol Committee to create a document that lists the standards of conduct, procedures, and protocols adopted by the City Council. Contained within this document will be a priority statement or timeline for short and long term issues established to meet City Council goals and objectives;
- Adhere to a fifteen minute time limit for breaks during open session meetings; and
- Refrain from engaging in discussions with public speakers unless it is deemed necessary by the Mayor.

The City Council discussed Policy No. 3 - Council Liaisons and Task Forces, as follows:

- Establish City Council Liaisons for Budget and Waste Reduction; Intergovernmental Relations; Traffic, Safety and Schools; Major Litigation (Ahmanson Ranch); and the Calabasas Landfill. Liaisons are responsible for coordinating issues between City staff, commissions, and community stakeholders on designated City issues. Liaisons will report and make recommendations to the City Council;
- Establish City Council Task Forces for Open Space, the Civic Center Project, Emergency Response, and Waste and Efficiency. Task Forces will be assigned to categories of shorter or more immediate duration. The same responsibilities for coordinating issues identified for Liaisons will apply to Task Forces; and

CITY COUNCIL NORMS

BEHAVIOR AND PROTOCOL
ADOPTED BY THE
AGOURA HILLS CITY COUNCIL



Amended by City Council on:
January 12, 2005
October 26, 2005
January 11, 2006
December 8, 2010

CITY OF AGOURA HILLS

City Council Norms

The Agoura Hills City Council is charged with taking appropriate, necessary, and timely action to maintain the City of Agoura Hills as a leading, well-managed, and innovative city in the forefront of desirable California cities.

It is the overall responsibility of the City Council a) to gather information and knowledge; b) to take counsel; c) to keep a long-range perspective; d) to hold itself to the highest standards of ethical and professional conduct in the performance of its duties without regard to personal advantage; e) to be free of favoritism; f) to listen carefully to the public; and g) to conduct a reasonable and reasoned period of discussion prior to making decisions.

To accomplish the above-stated responsibilities, and as guidance for the orderly governance of the city, the Agoura Hills City Council has adopted the following "norms" of behavior and protocol. Except for those norms that are based on law, these norms are voluntary and non-binding. They are set forth here to clarify what has become, over time, successful procedure or best practices for the conduct of civic affairs within our City.

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- 16 CITIZEN COMPLAINTS

GENERAL

1. The Council participates in regional, state and national programs and meetings which serve the best interests of the City of Agoura Hills.
2. The Council provides policy direction to the City Manager. The City Manager, through city staff, implements Council policy. The Council does not interfere with the operating decisions of the city, which are the responsibility of the City Manager.
3. The City Manager keeps each Councilmember fully, and equally, informed as to all matters of importance to the city, including agenda items, financial conditions, needs of the city, citizen concerns, staffing needs, and urgency items.
4. The Council endeavors not to burden the City Manager or staff with demands for individual time or attention on matters that the City Manager can better handle with general communications to the Council as a whole.
5. The Council looks to the City Manager, staff, commissions and committees for advice on city policies and legislative actions.
6. The Council complies with all laws relating to open meetings, public records, and conflicts of interest.
7. The Council encourages citizen participation in the development of City policies.
8. The Council desires the public to be fully informed about decisions that impact them, and encourages public comment as policies are set.
9. The Council makes adequate provision for the training and continuing education of the Council, commissions, and city staff.
10. All Councilmembers may receive or review any documents shown or provided to any other Councilmember.
11. Councilmembers inform the City Manager as far in advance as possible of when they will be out of town or otherwise unavailable to conduct city business.

ELECTIONS

Campaigning can sometimes be the cause of a serious breakdown of communications and trust between Councilmembers. The heat of a campaign may cause resentments and bitter feelings after the election is over. It is not in the best interest of the public for these feelings to take expression on the dais or during the conduct of other routine city business by members of the council. To minimize the potential for such a breakdown, it is best for participants in a campaign, whether candidate or supporter, to abide by some ground rules of fairness.

1. It is never fair to misrepresent the facts of a candidate's record, or to make other assertions that are simply not true or accurate in fact.
2. If a Councilmember decides to actively support the opponent of a fellow Councilmember, it is a matter of courtesy to advise that Councilmember personally at an appropriate time before going public.
3. Campaign dirty tricks, such as disrupting an opponent's event, trashing signs, or removing flyers delivered door to door, must never be permitted or condoned.
4. These Ground Rules can be summed this way: Tell the truth yourself. Don't allow others to promulgate falsehoods on your behalf. Treat your opponent and his followers with respect. Do not allow your followers to violate the integrity of the process.
5. Councilmembers agree to abide by the *Provisions of the Code of Fair Campaign Practices*, whether they are a candidate or not. *The Provisions of the Code of Fair Campaign Practices*, as found in Chapter 5 of Division 20 of the California Elections Code, is incorporated by reference herein.

SELECTION OF THE MAYOR

1. Insofar as possible, each Councilmember should have a fair and equal opportunity to serve as Mayor and Mayor Pro Tem.
2. The outgoing Mayor will follow [1] those already in the rotation and [2] first-time elected Councilmember(s).
3. The order of the first-time elected Councilmember(s) should be based on the order of finish in the election, with the first-time elected Councilmember receiving the most votes taking the first term, the next in line taking the second, and so on.
4. Once a Councilmember's position in the rotation is established, it does not change based upon the future order of election results.
5. If the election is canceled, the order of the rotation of the appointed candidates will remain the same.
6. In cases where a Councilmember's position is vacated, the position will go to the back of the order.
7. In accordance with this rotation, the Mayor and Mayor Pro Tem are nominated at the first Council meeting following each general election for City Council, and are selected by a vote of their peers on the Council. They serve for a one-year term. In the customary rotation, the Mayor Pro Tem is nominated to serve as Mayor at the end of the Mayor's one-year term.
8. The Mayor and Mayor Pro Tem are peers of and serve at the pleasure of the other Councilmembers.
9. The Mayor assumes the center chair on the dais and oversees the seating location of the other Councilmembers.

MAYOR'S ROLE

1. The Mayor represents the City, is the official spokesperson, and presides over all City Council meetings.
2. The Mayor, as well as each Councilmember, recognizes the unique role of representing the City, and takes great care to insure that this always takes precedence over representing oneself or one's own personal agenda.
3. It is the Mayor's prerogative to make Council committee assignments from choices provided by Councilmembers. The Mayor accommodates Council choices whenever possible.
4. The Mayor informs the Council via the Council "Reading File" by copying any correspondence sent under the Mayor's signature which relates to city business.
5. The Mayor, in consultation with the City Manager, sets the agenda for each Council meeting.
6. The Mayor may place an item on the agenda if requested by any Councilmember. However, if the Mayor feels that the item is inappropriate for Council consideration, or is an issue on which the Council has already declined to act, the Mayor discusses that matter with the requesting Councilmember and City Manager in an effort to resolve the issue. If the Mayor prefers not to place the item on the Agenda, a Councilmember may bring the item forward at any public City Council meeting, under *Approval of Agenda* or *Council Comments*, and request, with consensus by a majority of the Council, to place the item on the next agreed upon meeting agenda for Council consideration.
7. At a public meeting, the Mayor has discretion to move agenda items and/or to take them out of order to accommodate the needs of the Council or the public.
8. In the absence of the Mayor, the Mayor Pro Tem performs the duties of Mayor.
9. The Mayor is obliged to act as a facilitator during public meetings. He insures that all views are heard and that the meeting progresses in an orderly and timely fashion. He provides an equal opportunity for each Councilmember to be heard.
10. The Mayor is expected to be an advocate for his views, just as other Councilmembers are, but he does not take advantage of his status on the dais to coerce or to advocate in excess of what is allowed to other Councilmembers. His role as a facilitator should not be compromised by his role as an advocate.
11. If a Councilmember, or sub-committee, brings an issue forward to the council, it is appropriate for the Mayor to give that member or committee members the opportunity to speak first on that particular issue.

CITY COUNCIL PREPARATION

1. Councilmembers avoid surprising their colleagues or staff. To the maximum extent possible, Councilmembers advise the City Manager in advance of issues or questions they intend to bring up at the public meeting. This refers to issues and questions that the staff would not normally anticipate or have researched for that particular meeting. Getting minor questions resolved with staff prior to a public meeting will shorten meetings and move the agenda forward in a timely manner.
2. Councilmembers are prepared for Council or committee meetings, which includes having read all agendas and supporting documentation prior to the meeting.
3. A "Reading File" is kept in the Council office to circulate informational material, including the minutes and reports of all city commissions, boards and committees. Councilmembers review that file on a regular and timely basis, and "check off" items they have read so that staff may cull old materials and keep the file current.
4. Councilmembers stay abreast of regional issues affecting neighboring cities, counties, or the operations of other districts or agencies.

PUBLIC MEETINGS

1. Public hearings and discussion items at Council meetings proceed generally in the following order:
 - a. City staff presents a report of the item under consideration.
 - b. Councilmembers have an opportunity to ask questions of staff for clarification or to gather additional information.
 - c. Councilmembers disclose any ex parte communications that they have had with applicants outside of the public hearing.
 - d. Public testimony is taken, either by formally opening a public hearing, or by receiving testimony from affected parties or members of the public who wish to be heard.
 - e. At the close of public testimony, the Mayor allows staff to respond to any public testimony which staff wishes to supplement or regards as inaccurate or in need of clarification.
 - f. The Mayor allows other Councilmembers to speak first, and then summarizes or provides the final comments before asking for a motion or direction to staff on the item.
 - g. The order of Council comments is at the discretion of the Mayor, but any Councilmember may request to go first. If the item under consideration was studied first by a committee of the Council, members of the committee would be expected to lead off the discussion.
2. Any Councilmember may request a continuance of an item on the agenda if that Councilmember needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary to render a decision at the agendized time.
3. If a Councilmember is ill or away for any agenda item of special interest to that Councilmember, the item may be continued or tabled at that Councilmember's request, subject to any applicable statutory time periods, and only if such delay would not be adverse to the City's best interest. However, Councilmembers should not request a continuance without justifiable reason. Bear in mind that the public may attend expecting discussion or action on the issue, staff has prepared reports, and there may be staff or consultants present just for that item. Councilmembers should coordinate with the city manager about future agendas and their own schedule to avoid missing items that may be of particular interest to them.

PUBLIC MEETINGS, continued...

4. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission or committee meeting, that Councilmember will, as a courtesy, inform the other Councilmembers and the City Manager.
5. Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions which do not further established Council policy.
6. A time limit (usually three minutes) for speakers before the City Council is enforced at the discretion of the Mayor.
7. The Mayor requests speakers to direct their comments to the Council and not to the audience or to the TV cameras.
8. When a large number of citizens come to a meeting to protest or voice concern over a particular issue, the Mayor has the discretion to recess the meeting temporarily to allow Councilmembers to meet with and discuss the issue one-on-one with the concerned citizens. If possible, the Mayor should anticipate such situation and attempt to have the Council meet with the citizens prior to start of the meeting.
9. The Mayor controls the meeting, and discourages personal attacks of any kind from speakers by encouraging them instead to productively address the issues at hand.
10. The Council listens carefully to the speakers, however heated, and does not interrupt or engage in debate with the speakers in a fit-for-tat exchange that does not elicit useful information. The three-minute period belongs to the speaker.
11. Subject to applicable legal deadlines, the Mayor or any Councilmember may move to refer back to staff any agenda item that is deemed to be incomplete or unready for final decision. The same rule applies to the Planning Commission.
12. A Councilmember may suggest a change in procedure if he or she feels it will be helpful for the conduct of a particular meeting, understanding that the Mayor runs the meeting.
13. While unanimity is not required or always possible, the Mayor attempts to find consensus on discussion items.
14. Councilmembers make the reasons for their votes clear to their colleagues and to the public. This is particularly important when the Council is divided on an issue.

PUBLIC MEETINGS, continued...

15. The Mayor, Councilmembers, and all commission and committee members treat everyone with courtesy and respect, avoiding both excessive familiarity and unnecessary formality.
16. Councilmembers make their remarks succinct, to the point, and as brief as possible so as not to tire the audience or to engage in lecturing that becomes tedious to repetitious.
17. Councilmembers avoid repeating remarks already made by others, and simply state agreement with those particular shared sentiments.
18. Direction to staff must be determined by a majority of the City Council and must be clearly identified at the formal City Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council (i.e., roll call vote, informal vote, verbal consensus, further comments, or further questions or comments from staff for clarification).
19. Every Council action should be:
 - a. A reasoned decision, that was arrived at in a fair way.
 - b. Not to the personal advantage of any Councilmember.
 - c. Free of favoritism;
 - d. Based on information and opinions from a variety of sources, and particularly, from those who would be most affected.
20. Councilmembers do not have private communications, among themselves or members of the public, via cell phones or other electronic communication devices, from the dais during public meetings (*regarding items on the City Council Agenda*).

CITY COUNCIL INTERACTION AND COMMUNICATION

1. Councilmembers treat each other with the respect and courtesy that is their due as citizens and public officials.
2. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Councilmembers or with the City Manager.
3. The Council maintains a respectful decorum, and avoids personal attacks during public meetings, in the press, or at any other time.
4. Council meetings may be informal, but are not casual. Councilmembers should be sensitive to the negative impact that inappropriate conduct has on the public perception of the city. Councilmembers should be mindful of the fact that they are representatives of the city in all their public activities.
5. Councilmembers are flexible and cooperative in filling in for one another at meetings or important functions.
6. Councilmembers do not engage in private discussions in violation of the Brown Act. A Councilmember who feels that a conversation is potentially a violation should express his concern and immediately withdraw from the conversation. Councilmembers are expected to honor such concerns and immediately cease the conversation even if they do not agree that the Brown Act applies in that particular instance.
7. The privacy of non-public conversations between Councilmembers or between Councilmembers and staff should be respected. This is particularly true if the conversation involves matters of personal health, personalities, working relationships, job performance, or other sensitive issues. Divulging the content of personal communications publicly or to the media can have a chilling effect on the working relationships between Councilmembers.
8. If a Councilmember feels that information from a private conversation must be made public, he should first consult the person who confided that information, explain his reasoning, and to the extent possible, allow that person to make his own public disclosure.
9. Personal attacks are always off limits. Councilmembers start with the assumption that other members have the best interest of the city at heart, even if they disagree with their positions.

CITY COUNCIL INTERACTION AND COMMUNICATION, continued...

10. If a Councilmember is planning to write a letter to the editor, or take a position in the media, or any public hearing, critical of a decision, or critical of fellow Councilmember or members positions on issues, he/she should advise those involved beforehand as a matter of courtesy. Such public comments should stick to the issues under contention and never involve personal attacks.
 - a. Councilmembers shall be mindful when representing views or making comments and if they do not reflect the majority of the City Council, must claim the comments as their own personal view.
 - b. A copy of any correspondence, written on City letterhead, shall be placed in the Council read file.
 - c. No City letterhead shall be distributed to the City Council. If a Councilmember wishes to write something, they may submit their draft to the City Manager and/or his Executive Assistant, to be transmitted to City letterhead. The City Council should always be mindful of staff's time, especially when requesting items not derived from the majority of the Council. The document will be distributed upon signature by the Councilmember and a copy shall be placed in the Council read file.
11. These "Norms" do not, by themselves, carry the weight of law. Councilmembers are expected to abide by them out of a desire to have a well run city that treats its citizens respectfully and with dignity. A governing body that strives to be fair, informed, honest, diligent, dignified, efficient and respectful of others will win the respect and trust of its citizens.
12. If any Councilmember feels that a Norm is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the city manager or staff are involved, it is appropriate to discuss it with the city manager. People may often see events differently, but if they are well intentioned, they should be able to work out the matter and become better "teammates" for having had such a discussion. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the comment period of a public meeting and ask for the issue to be put on a coming agenda.
13. A principle purpose of the Norms is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Councilmembers. Any Councilmember who habitually ignores these Norms should expect to be called to task by his fellow Councilmembers and ultimately by the public.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. The Council and City Manager work together as a solution-oriented team.
2. Councilmembers feel free to communicate with the City Manager about any city issues, including citizen concerns. However, Councilmembers are also mindful of the City Manager's busy schedule and competing requests for access.
3. Complaints or concerns about any city departments or staff are first taken up with the City Manager. It is not appropriate, in any situation, to critique, ridicule, or complain about other staff to any staff person other than the City Manager.
4. Councilmembers may routinely ask department heads for information relative to their department. However, inquiries that require extensive research, or reports that may occupy more than cursory staff time should first be discussed with the City Manager, and may require action or approval by the entire Council.
5. Department heads report to the City Manager. Councilmembers do not insert themselves into or interfere with that chain of command.
6. The Council should expect to be fully and promptly informed by the City Manager or his designee regarding any unusual activities or events of public concern.
7. Councilmembers keep a friendly, professional relationship with staff members, but avoid getting involved with personal matters, operational matters, work assignments or projects with any staff other than the City Manager.
8. It is staff's role to provide factual, objective, and unbiased information to the council and members of the public in its reports. Councilmembers do not interfere or attempt to unduly influence the content of reports being prepared by staff. If a Councilmember disagrees with a staff recommendation, he/she is not obligated to vote for it and is likewise free to attempt to convince his colleagues on the council of his/her position.
9. Councilmembers establish action and budget priorities for the city once a year during the annual budget review process. The council makes adjustments in the budget once a year during the mid-year budget review. Both reviews involve public hearings.
10. Changes from the priorities or budget allocations established during these hearings should be pursued only after very careful consideration because they may involve changes in staff work load and appropriations, and also because the original priorities were established with the benefit of a public hearing.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF, continued...

11. Councilmembers should bring forward such requests for deviations from the established priorities only if they involve a degree of urgency that should not wait until the next budget review.

COMMITTEES OF THE COUNCIL

1. Committees of the Council serve the entire Council. Committees are not seen as territorial, but neither do Councilmembers interfere in the committee work of others.
2. The Council endeavors to define the jurisdiction and area of study of each committee so as to avoid conflicts or overlapping issues.
3. Committee members keep the rest of the Council generally informed of their work, which may include the filing of reports, memos or minutes.
4. The Council is available to advise committees by placing items on which a committee needs guidance on the next available Council agenda.
5. Each Council meeting agenda should include an opportunity for the making of committee reports. Whenever possible, any written reports are provided to the Council prior to the public meeting.
6. Committees may recommend a course of action to the Council, but they never supplant the decision-making authority of the entire Council unless authority to take specific action is expressly delegated to a committee by a vote of the Council at a public meeting.
7. Council committees do not have alternate members.
8. Committee meetings are scheduled and proper public notice provided through staff. Councilmembers who wish to call a committee meeting do so by asking the city manager to make the appropriate arrangements. Committees keep the City Manager in the loop. Staff from other agencies should not be involved in Committee meetings unless appropriate staff from our city is also involved.

COMMISSIONS AND BOARDS

1. The Mayor makes nominations to the Planning Commission based on the recommendation of one nominee from each Councilmember. The nominations are then subject to approval by the entire Council. The Planning Commission elects a Chair and Vice-Chair of the Commission from among themselves, which positions shall rotate.
2. The Council is responsible to make its vision for the City clear to all appointed and advisory bodies as policy guidance for those bodies.
3. The Council holds Commissions and boards to the highest standards of ethical and professional conduct in the performance of their appointed duties.
4. Like the City Council, Commissions and boards work for the benefit of the community and never for personal purposes.
5. The Council spells out the role, jurisdiction, authority and prerogatives of appointed bodies.
6. Commissions and boards are expected to make specific recommendations on matters brought before them, and not merely to pass them on to the City Council for final decision.
7. Councilmembers do not dictate the decisions of Planning Commissioners and other board members. Commissioners and board members come to their own conclusions based on the evidence, the city's General Plan, zoning ordinance, and other governing and visioning documents. Substantial weight, however, is given by Planning Commissioners to the recommendations of staff contained in the agenda reports.
8. Planning Commissioners are encouraged to discuss questions or concerns about any agenda items with the Director of Planning prior to Commission meetings in order to be prepared to take action at the public meeting.
9. If a Commission or board chooses to override or reject staff recommendations, it clearly states for the record the specific reasons so that the City Council may have the benefit of its reasoning in the event of an appeal.

CITIZEN COMPLAINTS

1. Upon receiving a complaint from the public, Councilmembers direct that complaint to the City Manager for appropriate staff action and follow up.
2. Councilmembers first insure that they are in possession of all of the facts and both sides of the story before making any statements to the press or to the complaining party as to fault or what action, if any, the City should take.
3. The Council allows staff to handle citizen complaints and does not to attempt a direct resolution of the problem. The Council gives staff time to do their job.
4. A Councilmember who receives a complaint shares that information with other Councilmembers, which may be through the City Manager.