



Council Agenda Report

To: Mayor Pierson and the Honorable Members of the City Council

Prepared by: Reva Feldman, City Manager

Date prepared: December 16, 2020 Meeting date: January 11, 2021

Subject: Council Policy Review and Amendments to City Council Policy #8 (Mayor Pro Tem Grisanti)

RECOMMENDED ACTION: At the request of Mayor Pro Tem Grisanti, 1) Provide direction to the City Council Policy Review Ad Hoc Committee on a priority list for review of current Council Policies; and 2) Consider amendments to City Council Policy #8.

FISCAL IMPACT: There is no fiscal impact associated with the recommended action.

WORK PLAN: This item was not included in the Adopted Work Plan for Fiscal Year 2020-2021.

DISCUSSION: On November 13, 1995, City Council Policy #1 was adopted providing direction on the use of City-owned vehicles. There are now 51 City Council Policies (Attachment 1), many of which are outdated or could benefit from additional clarity. Mayor Pro Tem Grisanti is seeking Council consensus on a priority list of City Council Policies for the City Council Policy Review Ad Hoc Committee to review.

City Council Policy #8 (Attachment 2) was adopted in May 1997 and establishes Council relationships to City staff. Mayor Pro Tem Grisanti is requesting amending Council Policy # 8 as follows:

Title: Council Relationship to City Staff

Change to: Council and Commissioner Relationship to City Staff

Purpose: To broadly set forth the general nature of the working relationship between the City Council and the City staff within the organization.

Change to: To broadly set forth the general nature of the working relationship between the City Council, Commissioners and the City staff within the organization

Policy Statement: The City Council shall assign staff work through the office of the City Manager or the City Attorney as the case may be. All work assigned shall be determined by a majority of the City Council at a meeting of the City Council. Advisory or study groups, individual members of the City Council or subcommittees of the City Council may not assign work to the City Manager or the City staff. That right is reserved solely to the City Council acting as a body. Members of the City Council shall have the right to request information of department heads. Department heads shall determine whether a response to the request for information will take more than one hour of work to respond. If not, then the response may be made directly, if so, then the department head shall consult with the City Manager so that the work can be assigned appropriately within the context of the existing work load.

Change to: The City Council shall assign staff work through the office of the City Manager or the City Attorney as the case may be. All work assigned shall be determined by a majority of the City Council at a meeting of the City Council and included in the Annual Adopted Work Plan. Advisory or study groups, individual members of the City Council or subcommittees of the City Council may not assign work to the City Manager or the City staff. Commissioners may assign work to staff if the assignment is consistent with the Approved Commission Work Assignment and will take less than one hour of staff time.

Members of the City Council shall request information from staff by contacting the City Manager. The City Manager shall be responsible for ensuring that the information is provided to the requestor in a timely manner as long as the request for information shall take less than one hour of work to respond. Requests for information that exceed one hour of work to respond shall be determined by a majority of the City Council at a meeting of the City Council.

Members of City Commissions shall request information from staff by contacting the Department Head overseeing the requesting Commission. The Department Head overseeing the Commission shall be responsible for ensuring that the information is provided to the requestor in a timely manner as long as the request for information shall take less than one hour of work to respond. Requests for information from Commissioners that exceed one hour of work to respond shall be determined by the City Manager.

Members of the City Council and Members of City Commissions shall speak to and correspond with the City Manager, the City Attorney and City staff in a professional and cordial manner at all times.

Implementation: Assignments to staff are to be made through the City Manager. Requests for information can be made directly to the department head at any time provided that the information is readily available and can be secured without having to spend considerable time fulfilling the request. One hour is the guideline which department heads are to use in judging whether the request is to be processed through the City manager so as not to disrupt existing assigned work. Staff assigned to study groups or other advisory groups to the City Council are required to respond to requests for information in the same manner as if the request was from a member of the City Council. However, this does not mean that individual members may seek information from assigned staff. Responses are to be limited to request made at meetings only. Major studies, request for information and the like from these groups shall be discussed with the City Manager and a determination made as to whether and when these assignments are to be performed and by whom by the City Manager.

Change to: *Assignments to staff are made by the City Manager. Requests for information from members of the City Council shall be made to the City Manager provided that the information is readily available and can be secured without having to spend considerable time fulfilling the request. One hour is the guideline which will be used so as not to disrupt existing assigned work.*

Requests for information from members of the City Council that exceed one hour of work to respond shall be determined by a majority of the City Council at a meeting of the City Council.

Members of City Commissions shall request information from staff by contacting the Department Head overseeing the requesting Commission. The Department Head overseeing the Commission shall be responsible for ensuring that the information is provided to the requestor in a timely manner as long as the request for information shall take less than one hour of work to respond. Requests for information from Commissioners that exceed one hour of work to respond shall be determined by the City Manager.

Members of the City Council and Members of City Commissions shall speak to and correspond with the City Manager, the City Attorney and City staff in a professional and cordial manner at all times.

ATTACHMENTS:

1. City Council Policy Table of Contents
2. City Council Policy #8



City of Malibu

City Council Policy

Policy #8

Title: Council Relationship to City Staff

Purpose: To broadly set forth the general nature of the working relationship between the City Council and the City staff within the organization.

Policy Statement:

The City Council shall assign staff work through the office of the City Manager or the City Attorney as the case may be. All work assigned shall be determined by a majority of the City Council at a meeting of the City Council. Advisory or study groups, individual members of the City Council or subcommittees of the City Council may not assign work to the City Manager or the City staff. That right is reserved solely to the City Council acting as a body. Members of the City Council shall have the right to request information of department heads. Department heads shall determine whether a response to the request for information will take more than one hour of work to respond. If not then the response may be made directly, if so then the department head shall consult with the City Manager so that the work can be assigned appropriately within the context of the existing work load.

Implementation:

Assignments to staff are to be made through the City Manager. Requests for information can be made directly to the department head at any time provided that the information is readily available and can be secured without having to spend considerable time fulfilling the request. One hour is the guideline which department heads are to use in judging whether the request is to be processed through the City Manager so as not to disrupt existing assigned work. Staff assigned to study groups or other advisory groups to the City Council are required to respond to requests for information in the same manner as if the request was from a member of the City Council. However, this does not mean that individual members may seek information from assigned staff. Responses are to be limited to requests made at meetings only. Major studies, requests for information and the like from these groups shall be discussed with the City Manager and a determination made as to whether and when these assignments are to be performed and by whom by the City Manager.

Date Adopted:

May 6, 1997