



## CITY MANAGER'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: January 21, 2020

### **Subject**

Adopt subcommittee recommendations to improve commission and committee engagement with Council, standardize protocol among commissions and committees, and adopt an ordinance repealing Ordinance No. 006 regarding adoption of Robert's Rules of Order and amending Chapter 2.08 of the Cupertino Municipal Code accordingly.

### **Recommended Action**

1. Adopt the subcommittee's recommendations (Attachment A)
2. Conduct first reading of Ordinance No. \_\_\_\_: "An Ordinance of the City Council of the City of Cupertino Repealing Ordinance No. 006 Regarding Adoption of Robert's Rules of Order and Amending Chapter 2.08 of the Cupertino Municipal Code Accordingly"

### **Background**

As part of the FY 2018-19 City Work Program, Council considered consolidating multiple City commissions in the summer of 2018. However, Council decided not to consolidate commissions but instead directed staff to review current commission structure and procedures as well as explore ways to improve communications between Council and commissions.

On November 20, 2018, Council made several changes with the stated goal to improve commission engagement with Council and standardize protocol among commissions and committees. This included the adoption of a Code of Ethics and Conduct for Elected and Appointed Officials. The implementation of these recommendations was postponed in order to provide more time and opportunity for commissioners to provide input. On December 18, 2018, Council scheduled for the adopted Code of Ethics and Conduct for Elected and Appointed Officials to be rescinded at the January 15, 2019 Council meeting. Council also formed an ad-hoc subcommittee, comprised of Vice Mayor Paul and Councilmember Chao, to draft a new code of ethics and develop recommendations for commissions. At the January 15, 2019 Council meeting, the Code of Ethics and Conduct for Elected and Appointed Officials was rescinded in anticipation of the development and adoption of a new code of ethics.

During the past year, the ad-hoc subcommittee developed a survey for commissions regarding ethics, communications with Council, and protocol. The results of the survey and the subcommittee's draft recommendations were brought to Council on July 16, 2019 as part of a study session to receive further input. At that study session, Council directed the City Manager and City Attorney to draft a code of ethics for consideration by the Council as a whole.

### **Discussion**

After considering the additional input provided at the July 16, 2019 study session, the subcommittee revised their recommendations for commissions and committees which are included as Attachment A. The subcommittee recommends that Council adopt these recommendations to improve communication between Council and commissions/committees as well as standardize protocol. In addition, it is recommended that Council conduct the first reading of the ordinance to repeal Ordinance No. 006 which outlines that Council will follow Robert's Rules of Order. This is to allow Council to use Rosenberg's Rules of Order in Council meetings, consistent with Resolution No. 18-144 that adopted Rosenberg's Rules of Order as Council's official parliamentary procedure at the November 20, 2018 Council meeting.

In addition, it has been identified that the Commissioner's Handbook has not been formally approved by Council. The Commissioner's Handbook provides guidance to commissions on their role as an advisory body and serves as a reference for the basic protocols that apply generally to all City advisory bodies. Staff will be proposing to review and revise the Commissioner's Handbook for Council approval as part of the upcoming FY 2020-21 City Work Program. It has been several years since the Commissioner's Handbook has had significant review and the subcommittee recommended that it be made more user-friendly for commissioners. To accompany the revision of the Commissioner's Handbook, staff will also be proposing that the City Manager approve a Liaison Handbook to guide liaisons as they support commissions and committees. The Liaison Handbook will help liaisons provide more consistent support for commissions and committees throughout the various City departments.

### **Sustainability Impact**

None anticipated.

### **Fiscal Impact**

Some of the subcommittee's recommendations, such as requiring quarterly work program updates and summary minutes, will require additional staff time. To the extent that additional staff time is needed, staff will then have less time to devote to other work, though this is not likely to significantly increase costs to the City.

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Prepared by: Katy Nomura, Assistant to the City Manager

Reviewed by: Dianne Thompson, Assistant City Manager

Approved for Submission by: Deborah Feng, City Manager

Attachments:

A – Subcommittee Recommendations

B – Draft Ordinance Repealing Ordinance No. 006 Regarding Adoption of Robert's Rules of Order and Amending Chapter 2.08 of the Cupertino Municipal Code Accordingly

C – Ordinance No. 006 Regarding Robert's Rules of Order

D – Robert's and Rosenberg's Rules of Order Comparison Table