

MINUTES
CITY COUNCIL OF THE CITY OF SAN BUENAVENTURA
JANUARY 20, 1996

The City Council of the City of San Buenaventura met in special session at 8:30 a.m. at the Training Center of the Police/Fire Headquarters, 1425 Dowell Drive.

Mayor Tingstrom called the meeting to order at 9:00 a.m.

Roll Call

Present: Councilmembers Friedman, Tuttle, DiGuilio, Bennett,
Measures and Tingstrom.

Absent: Councilmember Monahan.

Public Communications

Dan Carmode, 245 Gorrion Avenue, said he would like the city to place increased emphasis on collecting and maintaining factual information on City activities and programs rather than hiring a consultant.

Overview of Roles and Topics

City Manager Donna Landeros explained that she, along with the Department Heads would present the items of business to the Council and Peter Brown would be responsible for facilitating open discussion of the issues.

Presentation of the Goals or Outcomes for Policy Decision Making Process

City Manager Donna Landeros presented the Goals/Outcomes for a Policy Decision Making Process. The anticipated goals/outcomes of the decision making process are to:

- Increase Council meeting efficiency
- Increase public participation
- Discharge controversy/develop consensus
- Identify/define positions or interests

- Increase staff efficiency
- Represent range of community views
- In-depth Council involvement/review on policy issues
- Increase Council leadership opportunities
- Eliminate duplication between Council, Committees, Commissions
- Broaden the educational/informational base of the Council.

Councilmember Measures offered a motion to adopt the ten “Outcomes” described above and add Outcome 11, to read:

- That Council and staff work professionally; that all parties come to meetings prepared; that all parties be respectful of one another; and that there be adherence to the protocols for business-like conduct of meetings,

which motion was seconded by Councilmember Friedman and unanimously carried.

Presentation of Policy Decision Making Process

Councilmember Di Guilio offered a motion to accept the “Policy Making Process,” model, a copy of which is attached hereto as Exhibit “A,” with a modification that feedback to the Council occur during Step 3, Analysis of Alternatives, to ensure the alternatives are consistent with the scope, and accept the “Request for Policy Consideration” form, which motion was seconded by Councilmember Friedman and unanimously carried.

Presentation of Recommendations Regarding Council Committees

Councilmember Bennett offered a motion to:

- Eliminate the City Council Ad Hoc Committees with the exception of the Appointments Recommendation Committee which will remain as a standing committee;
- That time be set aside on a regular basis during a regular meeting for the discussion of future agendas;
- That “study session” items be placed on a regular agenda for the purpose of open discussion during which questions can be recorded and submitted to staff for response at a subsequent meeting,

which motion was seconded by Councilmember Friedman and unanimously carried.

Councilmember Monahan entered the meeting at 12:33 p.m. Councilmember Monahan abstained from voting on this item.

Presentation of Samples of Council Protocols

Councilmember Measures offered a motion directing the City Manager to modify for Council consideration, the Council protocols for the conduct of its meetings, procedures and business to:

- Incorporate working guidelines that streamline discussion of business items without curbing the process;
- That staff presentations be limited to 10 minutes unless additional time has been approved by the City Manager;
- That the Mayor serve as a facilitator during the meetings of the Council;
- That relationships of Council and staff be included;
- That the City Manager report to Council any inappropriate action of a Councilmember with the understanding that the City Manager would discuss with the member any issue of impropriety first. If there are further acts of inappropriateness, the City Manager must take the issue to the full Council. City staff must tell a Councilmember when a request, action or conduct is inappropriate, and
- Any others deemed appropriate to expedite the business of the City,

which motion was seconded by Councilmember Friedman and unanimously carried.

Council requested that Administrative Reports on major items be forwarded to the Council one week in advance.

Councilmember Bennett offered a motion directing the Administration to create a project referral list with a status report back to the Council once a month, which motion was seconded by Deputy Mayor Measures and unanimously carried.

Adjournment

There being no further business to transact, the Council adjourned at 2:10 p.m.

Barbara J. Kam, CMC
City Clerk



City of San Buenaventura

EXHIBIT "A"

Policy Decision Making Process

