

MINUTES
City Council of the City of San Buenaventura
October 19, 1996

The City Council of the City of San Buenaventura held a special session at the Police/Fire Headquarters, 1425 Dowell Drive, Ventura, at 9 a. m.

ROLL CALL

Present: Councilmembers Friedman, Tuttle, Di Giulio, Bennett,
and Tingstrom.

Councilmember Monahan was present at 9:15 a.m.

Absent: Deputy Mayor Measures.

Mayor Tingstrom presided.

CLOSED SESSION

The City Council went into closed session at 9 a.m. for the following purpose:

1. Conference with Labor Negotiator - Government Code Section 54957.6

City Negotiator: Linda Kegerreis, Human Resources Director

Employee Organizations: All bargaining units

and

Unrepresented Employees: All.

The City Council concluded the closed session at 11:25 a.m. and reconvened in public session.

FORMAL ITEMS

1. Discussion of Council Protocols for Conduct of Council Business and Meetings

- (a) **Review of Processes and Procedures Previously Approved and Implemented.**

RECOMMENDATION: Receive and file report.

Councilmember Friedman moved to approve the recommendation relating to Attachment A of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Monahan seconded. Councilmember Bennett moved to amend the motion to approve the recommendation with the provision that staff presentations be limited to five minutes. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, and Bennett.

NOES: Councilmembers Di Guilio, Monahan, and Tingstrom.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion failed to carry.

Upon call of the roll on the motion to approve the recommendation relating to Attachment A of the Administrative Report from the City Manager dated October 15, 1996, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Guilio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

(b) Focus on Administrative Support to Council Members and Organization of Council Agenda/Meeting Process.

RECOMMENDATION: Adopt the Administrative Support and Agenda Organization processes and procedures included as Attachment B of the Administrative Report.

Peter Brown, Facilitator, reviewed the purpose of this meeting and the agenda for the meeting.

The City Council concurred to approve the "Mail" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996..

The City Council concurred that Councilmembers would use personalized stationery to present their individual positions, and that the correspondence would be prepared and sent at the expense of individual Councilmembers.

Councilmember Bennett moved to approve the "Council Correspondence" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996, with the addition that each Councilmember would be provided with personalized stationery for their individual correspondence. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Guilio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Bennett moved to approve the "Clerical Support" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996, with the addition that all correspondence typed for Councilmembers would be on City letterhead and reflect the position of the full City Council. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to approve the "Master Calendar" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to approve the "Request for Research, Information, or Preparation of Presentation Materials" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Monahan moved to approve the "Tickets to City Events" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to approve the "Council Notification of Significant Crime, Fire, or Incidents" process outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996, with the modification that pager or notification devices would be made available for Councilmembers. Councilmember Monahan seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Bennett moved to approve the "Council Announcements" process under "Agenda Organization" outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

The City Council concurred to approve the "Council Announcements" process under "Agenda Organization" outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996.

Councilmember Bennett moved to add Council Communications at the beginning of the City Council meeting with a one minute time limit per Councilmember in addition to the Council Communications at the end of the City Council meeting. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Mayor Tingstrom moved to approve the "Consent Calendar" process under "Agenda Organization" outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996, with the modification that Councilmembers may vote "No" on consent items without comment or discussion; that items may be removed from the consent items section by staff or a Councilmember for a question or discussion; and that those items removed from the consent items section would be moved to the beginning of the formal items section. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Bennett moved to approve the "Council Presentations" process under "Agenda Organization" outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996, with the modification that the first sentence be deleted, that Councilmembers would prepare their own presentations which would be identified at the beginning and end with the name of the Councilmember and a statement that the presentation reflects their opinion, that software would be provided to Councilmembers with home or business computers wishing to use it rather than using the equipment at City Hall, and that the Councilmember would make arrangements to provide the City Clerk with a written copy of the presentation at the meeting. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Monahan moved to approve the "Council Communications" process under "Agenda Organization" outlined in Attachment B of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Friedman seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Tuttle, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Tuttle was absent at 1:55 p.m.

(c) Focus on Methods to Streamline Meetings.

RECOMMENDATION: Adopt the processes and procedures included in Attachment D of the Administrative Report from the City Manager dated October 15, 1996, and provide staff direction regarding additional processes and procedures which will assist in streamlining meetings.

Councilmember Friedman moved to approve that "Special Announcements and Presentations" be coordinated through the Mayor and be limited to a time period not to exceed 15 minutes at each City Council meeting. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Councilmember Tuttle and Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to approve the "Standard Adjournment" process under "Streamlining Meetings" outlined in Attachment D of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Councilmember Tuttle and Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to approve the "Citizen Advisory Boards, Commissions, and Committees" process under "Streamlining Meetings" outlined in Attachment D of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Councilmember Tuttle and Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to delete the "Council Deliberation Order of Speakers" process under "Streamlining Meetings" outlined in Attachment D of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Monahan seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Councilmember Tuttle and Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

Councilmember Friedman moved to approve that Councilmembers limit their presentations on an agenda item to ten minutes; and after ten minutes, the Mayor may ask Councilmembers to wrap up their comments. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Di Giulio, Bennett, Monahan, and Tingstrom.

NOES: None.

ABSENT: Councilmembers Tuttle and Measures.

Mayor Tingstrom declared the motion carried.

The City Council concurred that Councilmembers wishing to make motion should do so by using the "Request to Speak" button. Use of the "Request to Speak" button is not required to second a motion; and that with the concurrence of the Mayor, a Councilmember who had the floor could address a question to another Councilmember who could respond while the floor was still held by the Councilmember who asked the question.

Councilmember Friedman moved to approve the "Limit Deliberation and Discussion to Item at Hand, Public Hearings, and Comment Cards" process under "Streamlining Meetings" outlined in Attachment D of the Administrative Report from the City Manager dated October 15, 1996. Councilmember Bennett seconded. Upon call of the roll, the vote was as follows:

AYES: Councilmembers Friedman, Di Guilio, Bennett,
Monahan, and Tingstrom.

NOES: None.

ABSENT: Councilmember Tuttle and Deputy Mayor Measures.

Mayor Tingstrom declared the motion carried.

ADJOURNMENT

There being no further business to transact, the City Council adjourned at 2:35 p.m.


MABI COVARRUBIAS PLISKY, CMC
Deputy City Clerk