

Special Meeting
February 05, 2003

1. Oral Communications	2
2. Suggested Additional Council Protocols	2
3. Discussion for Future Meeting Schedules and Agendas.....	4
<u>ADJOURNMENT</u> : Meeting adjourned at 7:30 p.m.....	4

Chairperson Kleinberg called the meeting to order at 7:05 p.m. in the Council Conference Room, 250 Hamilton Avenue, Palo Alto, California.

Present: Beecham, Freeman, Kleinberg
Absent: Mossar

1. Oral Communications

John Baca, 484 Oxford Street, spoke regarding the timing of posting Council agendas.

Herb Borock, P. O. Box 632, spoke regarding membership in Standing Committees. The current P&S Committee meeting did not have a quorum.

City Attorney Ariel Calonne said the Mayor had appointed the current group as an Ad Hoc Committee to complete a specific assignment. The current meeting was created in order to allow for an open and public meeting that would otherwise not be required for an ad hoc committee.

2. Suggested Additional Council Protocols

Chairperson Kleinberg said the current meeting represented a continuation of a discussion of the Council protocols. The final matters for discussion included the appropriate staff interface with Council Members. Council Member Freeman had suggested a useful addition to the group of protocols being forwarded to the Council.

Council Member Freeman suggested a new subsection entitled, "Staff Conduct With City Council," with three parts as follows: 1) Respond to Council questions fully and as expeditiously as practical; 2) Respect the role of Council Members as policy makers for the City; and 3) Demonstrate professional and non-partisanship in all interactions with the community and in public meetings. The details for each item appeared on pages 1 and 2 of the staff report (CMR:147:03).

Chairperson Kleinberg suggested the following change to Council Member Freeman's Recommendation No. 1 on page 1 of the staff report (CMR:147:03), "Respond to Council questions as fully and as expeditiously. . ."

Council Member Freeman suggested a change to the language in Recommendation No. 2 on page under Staff Conduct with City Council, second sentence, "It is not the role of staff to not try to determine . . ."

Vice Mayor Beecham suggested the language "staff should not try to determine..."

Chairperson Kleinberg suggested a change to the language in Recommendation No. 2 on page 1 of the staff report (CMR:147:03), third sentence, from "unbiased" to "professional bias." If read in the context of the previous sentence, the point was understood as a bias gleaned from a Council Member. However, if taken out of context, the language would be misinterpreted. Staff was expected to have professional opinions. Staff was expected to bring professional bias, not in the pejorative sense, but in the affirmative sense.

Mr. Calonne suggested the change to language be, "The Council must be able to depend upon the staff to make ~~unbiased~~ *independent* recommendations."

Chairperson Kleinberg suggested a change to Recommendation No. 3 on page 2 of the staff report (CMR:147:03). The second sentence should be a separate bullet.

MOTION: Council Member Freeman moved, seconded by Beecham, that the Policy and Services Committee recommend to the City Council approval in concept of the proposed additional Council Protocols with the additional changes.

MOTION PASSED 3-0, Mossar absent.

Council Member Freeman said after reading the minutes and the staff report (CMR:147:03), she realized that she had voted in favor of Other Procedural Issues on page 8 of Attachment A of the staff report (CMR:147:03). However, she would like to change her vote. In the minutes from December 10, 2002, Council Conduct With City Staff, she voted "no."

Council Member Beecham asked whether it would be helpful to staff if Council Member Freeman identified the "no" votes.

Council Member Freeman indicated she had only voted "no" on the one section, Council Conduct With City Staff. Her problem was with Other Procedural Issues.

Chairperson Kleinberg said staff could report the votes to the full Council. In addition, the last section on December 10, 2002, Other Procedural Issues, Council Member Freeman wanted to change her vote.

Vice Mayor Beecham proposed a change to the section under question. Council Member Freeman's concern was on the last page of the staff report (CMR: 147:03) regarding pre-Council meetings.

MOTION: Vice Mayor Beecham moved, seconded by Kleinberg, that the last sentence on page 8 of the February 5, 2003, staff report (CMR: 147:03), be changed to "*Normally, only the Mayor and Vice Mayor should be expected to attend the pre-Council meetings with the City Manager and other CAOs.*"

Council Member Freeman agreed with the amendment.

MOTION PASSED 3-0, Mossar absent.

Chairperson Kleinberg assumed that when the full Council reviewed the protocols, any Council Member could modify their views on any or all of the views, depending on the input from colleagues. The protocols were merely a recommendation, not a final vote.

MOTION: Council Member Freeman moved, seconded by Beecham, to refer the Council Protocols to the City Council for discussion and vote.

MOTION PASSED 3-0, Mossar absent.

3. Discussion for Future Meeting Schedules and Agendas

None.

ADJOURNMENT: Meeting adjourned at 7:30 p.m.

NOTE: Sense minutes (synopsis) are prepared in accordance with Palo Alto Municipal Code Sections 2.04.180(a) and (b). The City Council and Standing Committee meeting tapes are made solely for the purpose of facilitating the preparation of the minutes of the meetings. City Council and Standing Committee meeting tapes are recycled 90 days from the date of the meeting. The tapes are available for members of the public to listen to during regular office hours.