


ADMINISTRATION MEMORANDUM
14-22

DATE: July 14, 2014
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: John R. Pick, City Manager 
SUBJECT: CR-75 – Council Protocol

RECOMMENDATION

I recommend that the City Council consider the adoption of the attached resolution to establish a new set of Mayor and City Council Protocol Operating Guidelines to replace the set that was adopted in 2008 and which the Council agreed by consensus at the June 2, 2014 Study Session to repeal.

BACKGROUND

At the June 2, 2014 Study Session, the Council agreed, by consensus, to repeal the Protocol Operating Guidelines that were adopted through Resolution 8-96, Series of 2008, but to adopt a new set of Operating Guidelines that would retain the portions of the 2008 Guidelines that dealt with relations among Council members. Attached is a draft resolution that would accomplish that objective. In addition to deleting the sections from the former Protocol concerning relations with the City Manager, I am suggesting several other changes, as follows:

Protocol 3 Agenda

- Change the schedule for submittal of items to the City Clerk to reflect the change of Council meetings to Mondays
- Delete the reference to “type of study” to reflect that there has only been one type of study session in use for a number of years

Protocol 4 Question on an Agenda Item

- Change so that questions are to be directed to the Manager not to the Manager or a Department Head

Protocol 5 Urgent Information

- Add Manager to the list of those who should be contacted

I also suggest deleting the former Protocol 11 because the type of Study Session that this references has not been in use for a number of years, and adding a new protocol, identified as Number 7, which calls on Council members, who become aware of a non-City sponsored event in a Ward other than his/her own, to share that information with the Council members representing that Ward. I suggest adding this guideline to address an issue that was raised by Council member Snetzinger.

Following discussion at the July 7, 2014 Study Session, I have added two new protocols. The first, Protocol 1, adds the section of the City Charter that describes how the Council is to deal with the City’s administrative service. The second, Protocol 2, adds language that requires that any project that a Council member wishes to pursue and that will require more than two (2) hours of staff time must be assented to by the Council. Since this addition would conflict with Resolution 04-108, I have added the repeal of this Resolution as a separate item on the agenda.

BUDGETARY IMPACT

The repeal of Resolution 8-96, Series of 2008 and the adoption of Resolution _____ will have no budgetary impact.

STAFF REFERENCE

Please contact John Pick at jpick@northglenn.org or by phone at 303-450-8706 with any further questions.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-75
Series of 2014

Series of 2014

A RESOLUTION ADOPTING THE MAYOR AND CITY COUNCIL PROTOCOL OPERATING GUIDELINES, DATED JULY 2014

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Mayor and City Council Protocol Operating Guidelines, dated July 2014, attached hereto as **Exhibit A**, are hereby adopted by the City Council of the City of Northglenn, Colorado.

Section 2. The Mayor and City Council Protocol Operating Guidelines approved by Resolution No. 08-96, Series of 2008, are hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2014.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

Mayor and City Council Protocol Operating Guidelines

Adopted by Resolution No. 08-96, Series of 2008

Revised by Resolution No. _____

Protocol 1 Administrative Service

- The Council shall deal with the administrative service solely and directly through the City Manager, and neither the Council, its members, nor committees shall either dictate the appointment or direct or interfere with the work of any officer or employee under the City Manager.

Protocol 2 Assigning Projects

- Neither the Mayor nor any member of the City Council shall assign a staff project to the City Manager, the City Attorney or the City Clerk which will require more than two (2) hours of staff time without the advance assent of the City Council.

Protocol 3 Agenda

- City Manager prepares the agenda.
- Council members contact the City Clerk to place an item on the agenda with a copy to the City Manager.
- Council members can add an item at the Council meeting for discussion only.
- All agenda items and backup to the Clerk by the Wednesday prior to Agenda Friday.
- For study sessions, Council members should provide: origin, outcomes, issues for discussion and type of study
- Final agenda with all backup will be online for Mayor – Council members on Wednesday, with the Final, Public Agenda to be posted on Friday.
- Sponsorship for management initiated issues will come from the Mayor.

Protocol 4 Question on an Agenda Item

- Send question to Manager before meeting
- Manager's response to the question goes to all Council members

Protocol 5 Urgent Information

- Contact Mayor, Council members and Manager using phone numbers provided

Protocol 6 Email

- a. Mayor-Council
 - Avoid blind copy to others
 - Share as much information with others that you can
 - On time sensitive items information, input and decision (selectively) are to be communicated in a timely manner.
- b. Council-Staff
 - No direction to staff
 - Staff to avoid polling of Mayor-Council except for water rights

- Background information on topics for discussion or direction at study sessions or meetings should be provided in advance to all members
 - Continue providing informational or event emails
 - c. Council-Community
 - Ward Council members determine response: “respond on behalf of...”
 - Send copy to all lists on the email
- ** Warning: Be Careful with “Reply to All”

Protocol 7 Events in Wards

- If a Council member becomes aware of a non-City sponsored event in a Ward other than his/her own that would be of general issue, he/she should share that information as soon as possible with the Council members representing that Ward.