

# COUNCIL PROCEDURES AND PROTOCOLS HANDBOOK – Policy and Services Referrals

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# BACKGROUND

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## Recent Discussions Overview

- December 2022: First full City Council discussion of Draft Revised Handbook
- January 30, March 20, April 24: City Council action on Revised Handbook – includes referrals to Policy & Services (P&S) Committee
- April-November 2023: P&S Committee discussions of Handbook referrals
- November 27, 2023: City Council discussion deferred to date uncertain
- ➔ ▪ December 18, 2023: City Council review of any P&S recommendations on referrals
- Early 2024: Full City Council discussion of *NEW* suggested changes to the entire Handbook (not related to current referrals)

# LIST OF COUNCIL REFERRALS

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## Recommendations Proposed on Following Slides

- Procedures Section 1.1: Annual Organization of City Council **(Time Sensitive)**
- Procedures Section 5.1a(4): Video Participation for Public Comment
- Procedures Section 8.2: Censure language was referred to committee for review
- Protocols Section 2.2: Refrain from Lobbying Board and Commission Members
- Protocols Section 2.8: The Role of Council Liaison to Boards or Commissions
- Protocols Section 4: International Travel

## No Recommendation Yet

- Protocols Section 4.1: Miscellaneous Expenditures. Council referral for the committee to discuss the establishment of appropriate parameters for Council discretionary expenditures and whether to allocate \$2,000 annually from the Council contingency fund for each Council member to decide its purpose

# RECOMMENDED COUNCIL ACTION & NEXT STEPS

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- Tonight: City Council action (if desired) on any of the P&S Referral Recommendations, particularly the time sensitive item
- Early 2024: City Council discussion of NEW suggested changes to the entire Handbook (not related to current referrals)
- February P&S Agenda: Discussion of Protocols Section 4.1: Miscellaneous Expenditures – Discretionary Expenditures



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# SUMMARY OF COMMITTEE RECOMMENDATIONS

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For Reference

# SUMMARY OF P&S RECOMMENDATIONS – Council Organization

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## **Procedures Section 1.1: Annual Organization of City Council**

Committee discussed on May 9, 2023

### **Suggested City Council Discussion**

- Option A: Pursue a ballot measure in 2024 to either:
  1. Extend the Mayoral term, or
  2. Directly elect the Mayor
- Option B: Pursue no ballot measure in 2024

# SUMMARY OF RECOMMENDATIONS – Video Participation

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## Procedures Section 5.1a(4): Video Participation for Public Comment

City Council included this language in the adopted Handbook:

*If found feasible by staff, members of the public may be given the opportunity to activate their personal video during their public comments.*

Staff found this is possible and will require some staff training to implement.

### Suggested City Council Discussion

- Staff requests confirmation of the previous City Council direction

# SUMMARY OF P&S RECOMMENDATIONS – Censure

**Procedures Section 8.2: Censure language was referred to committee for review**  
Committee discussed on August 8 and October 10

The Committee recommends the proposed language on Handbook pages 35-39

## Suggested City Council Discussion

- Consider adoption of recommended language

### 8.1. Annual Review and Update of the Handbook

Once each legislative year, the Policy and Services Committee shall initiate a review and update of the Procedures and Protocols Handbook and may make recommendations to Council. Council will review the Handbook and the recommendations of Policy and Services and approve updates as appropriate.

The Council will not politicize these procedural issues.

### 8.2. Commitment to Follow the Procedures and Protocols Handbook

Councilmembers have the primary responsibility to assure that these procedures and protocols are understood and followed, so that the public can continue to have full confidence in the integrity of government. As an expression of the standards of conduct expected by the Council for Councilmembers, the procedures and protocols are intended to be self-enforcing. They are most effective when members are thoroughly familiar with them and embrace their provisions. For this reason, Councilmembers entering office shall sign a statement affirming they have read and understood the Council procedures and protocols.

### 8.3 Procedures for Enforcement

When a concern arises regarding a Councilmember's conduct, the concerned Councilmember or members are encouraged, where possible, to raise and attempt to resolve the concern at the lowest possible level, such as through one-on-one direct conversations (consistent with the Brown Act) or through the Mayor.

Under circumstances where Councilmembers believe that actions by another Councilmember are inconsistent with federal, state or local law, this Handbook, or any other document adopted by the Council, and that those actions require formal review and potential Council response, a public discussion and potential



# SUMMARY OF P&S RECOMMENDATIONS – Boards & Commissions

## Protocols Section 2.2: Refrain from Lobbying Board and Commission Members

## Protocols Section 2.8: The Role of Council Liaison to Boards or Commissions

Committee discussed on June 13, 2023

### Suggested City Council Discussion

- Consider adoption of recommended language on pages 45 and 46

#### 2.2 Refrain from Lobbying Board and Commission Members

~~It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. It is acceptable for Council members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.~~ It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. It is acceptable for Council members to contact Board or Commission members in order to better understand a position taken by the Board or Commission or the status of an ongoing matter.

#### 2.8 Role of Council Liaison to Board or Commission

~~The role of Council liaison to a Board or Commission is to share prior Council discussions and actions on issues as applicable and assist the Board or Commission in understanding likely Council perspectives on issues as well as how the Board or Commission might support Council decision-making.~~ The role of Council liaison to a Board or Commission is to be a point of contact with Council and a resource to the Board and Commission, as well as to share prior Council discussions and actions on issues as applicable, and assist the Board or Commission in understanding how it might inform Council decision-making. The liaison is expected to attend Board or Commission meetings as requested by the body.

# SUMMARY OF P&S RECOMMENDATIONS – International Travel

## Protocols Section 4: International Travel

Committee discussed on October 10, 2023

### Suggested City Council Discussion

- Consider adoption of recommended language on page 48 including consideration of annual budget allocation of \$40,000 for this travel

(a) Travel Related to Sister Cities, Sibling City, or shared interests with another city abroad

- 1) Given the City's relationship with many Sister Cities and a Sibling City, there may be a need to send a Palo Alto delegation to another city abroad or within the United States related to Sister Cities, Sibling City, or shared interests between Palo Alto and another city abroad. The following will apply when a Council member travels abroad or domestically on behalf of the City as part of Sister City, Sibling City, or shared interests efforts. Note, such a trip would count towards the six (6) total trips cap described above.

The proposed travel must include an approved Pre-Travel Authorization Request for travel that explains how the travel will advance the City's interests or policy/Council objectives and a consideration of the cost/value relationship of the trip. The request should also explain why virtual attendance is not effective in that circumstance. The Council will be responsible for ensuring that visits to any individual city will be reasonably spaced apart. The Pre-Travel Authorization Request will be approved by the Mayor. If the Mayor is the requested traveler, the request will be approved by the Vice Mayor.

- 2) Annually, the total amount the City Council will budget for international and domestic travel related to Sister Cities, Sibling City, or shared interests between Palo Alto and another city abroad will be capped at \$40,000 with reasonable annual adjustments beyond 2024 to account for inflation. This funding will be distributed equitably amongst Council members who meet the guidelines above and express an interest to travel.





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