

RESOLUTION 2013-68

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO REVISING A POLICY REGARDING COUNCIL AND STAFF RELATIONS WITH CITY COMMISSIONS, BOARDS, COMMITTEES AND TASK FORCES

WHEREAS, the City Council approved a policy on October 21, 1991 which provided guidelines for Council and staff relations with city commissions, boards, committees and task forces; and

WHEREAS, the City Council discussed the role and functions of the Council Liaison role at its October 15, 2013 meeting including ways to facilitate communication between the Council and the Boards, Commissions and Committees, due process concerns and the possibility of inadvertently influencing the decision making process; and

WHEREAS, the City Council deems it necessary to update the 1991 policy to include language regarding the individual rights of Councilmembers, Council Liaison assignments, and efficient communications.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito establishes the following policy regarding City Councilmember and staff relations with city commissions, boards, committees and task forces:

SECTION 1. CITY COUNCIL

A. A Councilmember will be assigned as liaison to each city commission, board, committee and task force (Advisory Body). Making liaison assignments is one of the first orders of business for the Mayor when a new City Council is organized each year. With the exception of the Committee on Aging, for which the Mayor may make a continuing appointment, Council Liaison (Liaison) assignments must rotate among all Councilmembers on an annual basis to ensure that Liaisons are not regarded as a regular member of any one Advisory Body, and allow each Councilmember an opportunity to experience a different Advisory Body.

B. The City Council recommends and expects each Councilmember assigned as a liaison to an Advisory Body to deliver a quarterly report to the Advisory Body at the beginning of the meeting and either leave or remove themselves to the audience and not participate in the meeting after the report. It is the policy of the City Council that a Liaison is expected to attend the meetings of the Advisory Body to which the Liaison is assigned at least once quarterly.

C. The Liaison will inform the Advisory Body about Council policies, priorities and significant actions taken by the Council. The Liaison represents the City Council as a whole when addressing the Advisory Body during the Liaison report.

D. Although Councilmembers do not give up their first amendment rights when they are elected and can speak on an issue as an individual, they need to understand that if they express a view on an item that they are interested in that is potentially appealable or will come to the entire Council for review, they may be precluded from participating in the issue when it comes before the Council for a decision. It is critically important to avoid both the substance and

the appearance of having pre-judged an issue which may later come before the Council for deliberation.

E. Due to the quasi-judicial or deliberative nature of the following Advisory Bodies, Liaisons to the Arts and Culture Commission, Design Review Board, Financial Advisory Board, Parks and Recreation Commission and Planning Commission are expected to leave the room after their report is delivered.

SECTION 2. CITY STAFF

A. A staff liaison is assigned to each Advisory Body. The staff role is:

1. Preparing agendas and noticing meetings and hearings in conjunction with the Advisory Body Chair and posting agendas to the City's website;
2. Arrange for accommodations for disabled Advisory Body members and the public;
3. Taking and transcribing action minutes and posting approved minutes to the City's website;
4. Providing information related to Advisory Body business to Advisory Body members and the public upon request;
5. Preparing reports, including reports for the Council's consideration; and
6. Relaying reports and other information to the City Council at the request of the Advisory Body.

B. The City Council may also ask staff to relay information to an Advisory Body. The staff role is generally limited to these specific activities and any other activities defined by the City Manager as outlined in Administrative Policy and Procedure 1(A)(6).

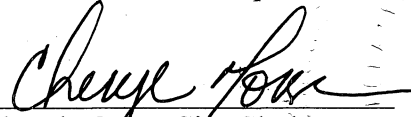
SECTION 3. COMMISSIONERS

A. To avoid any possibility of the appearance of or actual conflict of interest, unfairness, bias, prejudice or influence, individuals residing at the same address cannot serve on the Council and an advisory body, the same advisory body, or advisory bodies with overlapping subject-matter jurisdiction.

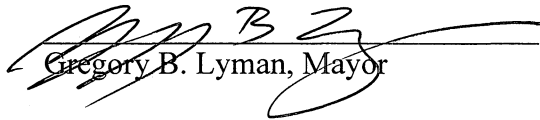
I CERTIFY that at a regular meeting on November 19, 2013, the El Cerrito City Council passed this resolution by the following vote:

AYES: Councilmembers Benassini, Bridges, Friedman and Mayor Lyman
NOES: Mayor Pro Tem Abelson
ABSENT: None

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on November 26, 2013.


Cheryl Morse, City Clerk

APPROVED:


Gregory B. Lyman, Mayor