

RESOLUTION NO. 15-09

**CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE
AMENDING CITY COUNCIL PROTOCOLS TO ADD ITEM 10 TO SECTION I
ON COUNCIL MEETINGS, AND ITEMS 12 AND 13 TO SECTION VII ON
COUNCILMEMBER ADMINISTRATIVE SUPPORT**

WHEREAS, the manner in which the City Council of the City of Millbrae conducts business is guided by a set of Protocols that the City Council first adopted by Resolution No. 98-109 enacted on December 8, 1998; and

WHEREAS, since the initial adoption, the Council has seen fit to revise these Protocols on eleven occasions, the most recent of which occurred by Resolution No. 14-50 on October 14, 2014; and

WHEREAS, the City Council now desires to further amend the Council Protocols to add rules regarding strategic planning and Council liaison to Commissions and Committees.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE hereby amends the City Council Protocols to add Item 10 to Section I and Items 12 and 13 to Section VII as more specifically shown in Exhibit A (attached).

REGULARLY PASSED AND ADOPTED this 10th day of March, 2015.


Mayor

ATTEST:


City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 10th day of March 2015, by the following vote:

AYES:	COUNCILMEMBERS:	Gottschalk, Oliva, Holober, and Lee
NOES:	COUNCILMEMBERS:	Colapietro
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None


CITY CLERK

I. COUNCIL MEETINGS

Add: 10. **Meetings to Review Strategic Goals**

On a periodic basis, the City Council will schedule time to review and update the strategic goals established by the City Council to do the following:

- A. Review current strategic goals;
- B. Consider adopting new ideas or projects;
- C. Evaluate interest among the Councilmembers in pursuing the new ideas or projects;
- D. Assess relative importance of any new ideas or projects which a majority of the Council desires to pursue along with the current strategic goals; and
- E. Offer direction to the City Manager as to any changes in the list or priority order of the strategic goals.

VII. COUNCILMEMBER ADMINISTRATIVE SUPPORT

Add: 12. **Councilmembers Acting as Liaison to Commissions or Committees.**

It is the policy of the Council to have one or two members of the Council act as liaison between the City and each of the standing committees and commissions for a term of one calendar year.

Liaisons are appointed by the Mayor at the beginning of each year. The duties and function of liaison councilmembers are to: (a) Keep the commission or committee members informed of what has been going on recently in the city; (b) Communicate back to the Council, or City Manager as appropriate, what the committee or commission is doing or planning to do; (c) Advise the committee or commission if it is contemplating an action which for legal or City policy reasons clearly would be prohibited; and (d) Investigate responses to questions of policy or city capabilities and to so advise the committee or commission.

Liaison councilmembers shall not: (a) Participate or engage in discussions or decisions of the committee or commission, (b) Advise what the group should or should not do; or (c) Offer opinions or be advocates for or against matters when they come before the committee or commission.

13. **Councilmember attendance at Committee or Commission Meetings shall be Limited to No More than Two.**

It is the policy determination of the City Council that no more than two members of the City Council are to be in attendance at any meeting of a committee or commission at any time. If appointed to serve as liaison to a committee or commission, the councilmember has priority over any other councilmember who may wish to attend and is not a liaison.