

## Follow up from Nov. 14, 2023 Council Joint City Council Study Session with Board/Commission Chairs/Vice Chairs

### Policy Framework

- CP 7.2.19 = [Council Policy 7.2.19 Boards and Commissions](#)

### Operational Items

1. Sign: Parking Garage Open for Tonight's Meeting/Event

**Follow-Up Completed:** Now that the All America Way parking lot for City Hall is fully operational, the parking garage is no longer opened for evening meetings. A Parking Garage closed sign directing the public to the All America Way parking lot directs the public to that parking lot.

2. New Commissioner Role Playing Training

**Follow-Up Underway:** This could be facilitated as part of new member orientation. If held separate from the orientation, staff would need to hold more than one session to maintain alignment with the Brown Act.

City Clerk is working with the Office of the City Attorney to update a script from a past role playing training.

3. Remind staff to share draft staff presentations 24 hours before each meeting with Board/Commission Members and the public.

**Follow-Up Completed:** The City Clerk shared a reminder with Staff Liaisons at the last Board/Commission (B/C) Staff Liaison meeting.

4. Check in with B/C Staff Liaisons regarding how detailed they are when preparing Chair scripts.

**Follow-Up Completed:** The City Clerk checked-in with Staff Liaisons at the last B/C Staff Liaison meeting. Staff were reminded to use the most recent version of the Chair script template when preparing Chair scripts.

5. Electronic Sturgis book.

**Follow-Up Completed:** Six (6) eBooks of [The Standard Code of Parliamentary Procedure](#) are available in the Library's collection.

6. Cut together a recording of parliamentary procedure in action.

**Follow-Up Underway as Time Permits:** This could be accomplished although will be time consuming. As time permits, staff will search for existing training resources.

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7. Some Board/Commission meeting minutes have more detail than other, esp. responses from staff.

**Explanation:** Board and Commission meeting minutes are prepared using the *The Standard Code of Parliamentary Procedure, 4th Edition* and CP 7.2.19. Planning Commission minutes tend to be more detailed due to the nature of their decision-making authority. Some other Boards/Commissions have more detailed minutes at the request of their members and staff capacity to meet those requests.

8. Allow Board/Commission Members to participate in their meetings remotely.

**Explanation:** This would have a significant impact on staff work load and is prohibited by Administrative Policy.

9. Re-share parliamentary procedures references with Board/Commission Members

**Follow-Up Completed:** These resources have been shared with Chairs and Vice Chairs as part of their training and are available on the *Board and Commission Member Resources* page on the City's website.

10. Secure bike lockers, bike room access.

**Explanation:** Bicycles will continue to be allowed inside the Bay Conference Room for Board/Commission Members. Access to basement bike room is intended for staff and will not be provided for Board/Commission Members.

## Additional Operational Change Since Sept. 24, 2024 Council Meeting

1. Board and Commission AnswerPoint email template responses sent to members of the public have been updated to be more friendly.