

AGENDA
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY
OF THE REDEVELOPMENT AGENCY

Special Meeting – Wednesday, February 27, 2019
9:30 A.M.

CITY COUNCIL CHAMBERS
Sand City Hall, 1 Pendergrass Way, Sand City, CA 93955

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. COMMUNICATIONS

Members of the public may address the City Council/Successor Agency on matters not appearing on the City Council/Successor Agency Agenda at this time for up to three minutes. In order that the City Clerk may later identify the speaker in the minutes of the meeting, it is helpful if speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the City Council/Successor Agency.

The City Council Chambers podium is equipped with a portable microphone for anyone unable to come to the podium. If you need assistance, please advise the City Clerk as to which item you would like to comment on and the microphone will be brought to you.

4. NEW BUSINESS

- A. City Council Retreat for Training and Orientation Session for New Council Management Team

5. ADJOURNMENT

Next Scheduled Council Meeting:
Tuesday, March 19, 2019
5:30 P.M.
Sand City Council Chambers
1 Pendergrass Way, Sand City

This is intended to be a draft agenda. The City reserves the right to add or delete to this agenda as required.
The current Sand City agenda is available in PDF format on our website at:
www.sandcity.org

If you have a request for a disability-related modification or accommodation, including auxiliary aids or services, which will allow you to participate in a Sand City public meeting, please call the City Clerk at (831) 394-3054 extension 220, or give your written request to the City Clerk at 1 Pendergrass Way, Sand City, CA 93955 at least 48 hours prior to the scheduled meeting to allow the City Clerk time to arrange for the requested modification or accommodation.

The Basics

1. Campaigning to Governing
2. Maximizing Council Effectiveness
3. How you Govern Effectively
4. Council Roles and Responsibilities
5. Staff Roles and Responsibilities
6. Code of Conduct

Campaigning

- About the Candidate and winning
- Differentiating self from other candidates
- Focus candidates view of what is best for their community
- Opportunity to learn what community residents , businesses and visitors view of the community is

Governing

- The Council is the Authority-not individual council members
- The Council, advised by staff and with input from the public make policy decisions
- To govern effectively, requires substantial work before the Council meeting
- Council meetings can be frustrating due to structure
- Need to Understand issues and all views

Required Homework

- Know the City Organization
 - Department roles and responsibilities
 - Work through the City Administrator
 - Visit City facilities
- Learn how the Council works
 - Council culture
 - Work as a Council team
- Be prepared for meetings(Council and others)
- Know how the budget works
- Know how Public Finance works

Council Roles and Responsibilities(A)

- Public Policy
 - What is policy goal
 - City's best interest
 - Stakeholder involvement
 - Adequate information vs. stall
 - Analysis that supports
 - Dissenting views solicited

Council Roles and Responsibilities(B)

- **Quasi Judicial Role**
 - Often adjudicating planning issues
 - Neighborhood disputes
 - Outside council/hearing info must be shared
 - Do not decide your vote until hearing and info are all in
 - Decide on testimony and facts
 - Be fair in appearance and fact

Council Roles and Responsibilities(C)

- Oversight of City Budget and Finances
 - Funding priorities must reflect Council Goals
 - Priorities
 - Core services
 - Important services
 - Discretionary services
 - What gets checked is what gets done
 - Fiscal Trustees
 - Spending and priorities aligned
 - Annual Audits

Council Roles and Responsibilities(D)

- Supervision of the City Manager
 - Set clear written goals (focus on what, not how)
 - Establish clear written expectations
 - Communicate and communicate still more
 - Provide resources(\$ and Staff) to do the job
- Supervision of City Attorney
 - Key legal advisor not policy advisor
 - YOUR expert on all things legal- Brown Act, Contracts, legal aspects of policy, quasi judicial process
 - Do not shop for opinions

Council Code of Behavior(A)

- Council Meetings
 - Read packet, ask questions and be prepared
 - Show respect for colleagues even if in disagreement
 - Remember-Today's opponents are tomorrows allies
 - Show respect to staff and public

Council Code of Behavior(B)

- Outside Council meetings
 - Respect the Brown Act (Be careful of email and social media)
 - Decide how Council will interface with the media (when you are in agreement and when you are not)
 - Remember-You are in a fish bowl all the time
 - Do not subvert the majority decision
 - Do not try to act as staff, engage the City Administrator

Staff Roles and Responsibilities

- **Role of City Manager**
 - City CEO-Responsible for Implementing Council policy
 - Oversees day-to-day operation of City
 - Allocates resources and delegates to Departments
- **Role of City Staff Departments**
 - Professional/Subject matter experts
 - Directed by City Manager not Council
 - Work through City Manager

The road to Success-Teamwork(A)

- Critical to success
 - Council to Council teamwork and respect
 - Council to Staff teamwork and respect
 - Clear City Priorities decided by Council with staff and public input
 - Sufficient resource allocated to priorities(people, dollars, and time)
 - Communicate to understand and then to be understood

The road to Success-Teamwork(B)

- Techniques for success
 - Respect and try to understand those who disagree
 - Review priorities on regular basis
 - Get to know each other beyond the Council Chambers (but honor the Brown Act)
 - Get to know City Manager by meeting regularly, not just when a problem
 - When there is a problem, talk to the City Administrator

Embrace the Public Process(A)

- **Public Meetings and Decision making**
 - Establish a standard of absolute transparency and fairness
 - Regular meeting agenda published 72 hrs. in advance
 - Emergency Meeting agenda (rare) 24 hrs. in advance
 - Agenda and staff reports to Council and Public 4-5 days in advance

Embrace the Public Process(B)

- Preparations by staff and Council are key to a successful meeting.
 - Staff reports must be read and understood in advance
 - If questions, ask before Council meeting so staff can have answers ready at the Council meeting
 - Never play “Gotcha” with fellow members, staff or public
 - Be sure you understand impact of the decision in terms of resources, staff time, and precedent

Embrace the Public Process(C)

- Touchstones for a successful meeting
 - Listen closely to the oral staff report as capstone to the agenda packet as there is sometimes new info after publishing
 - Ask your questions and listen closely to the questions of others
 - Listen attentively to the public comment
 - Actively participate in the Council discussion making your views clear and listening closely to the views of others, especially those who disagree
 - **NOW** make your decision and vote

The Public's Role

- Serving the Public is the reason for being!
 - Remember your first time speaking to Council as a public member and how you felt
 - Remember the things you observed as a public member that bothered you
 - Make the public member feel welcome and their views respected even if you disagree
 - Do not allow attacks on or direct questioning of staff or public comment becoming a dialogue
 - **CORRECT INACCURATE STATEMENTS**

Meeting Tools (A)

- As courtesy to all-stick to agenda
 - Don't let public comments wander and explain how process works under Brown Act
 - It is ok to set time limits
 - Don't get sucked into a discussion with public
 - Have staff follow up on public comment when appropriate

Meeting Tools (B)

- Respect public comment and Colleague comment even when you disagree
- To ensure fairness(real and apparent)
 - Always be professional in interaction with public at the dais
 - Watch your body language as others speak
 - Try not to make, but certainly not announce your position until public and council discussion are completed

Council Actions

- If you genuinely desire more information before voting, describe what you need and ask for continuance.
- Work to come to a consensus decision
- Be sure you and the public understand the motion before the Council-Ask Clerk to read it
- When the vote is done, be loyal to the majority decision to avoid Council dysfunction and loss of public trust

Community Engagement Outside the Chambers

- As Mayor or Councilmember you represent “all” not just those who supported you.
- Always remember that over time, today’s opponent is tomorrow’s ally, so be respectful of differences from the beginning.
- Try to engage all parts of the City, particularly those parts that you disagree with.
- As best you can, be everywhere, as your presence will be appreciated and will build public respect that you understand their issues

Essential Skill for Success

- Have a strategic plan- without one you have no destination.
- Resource and prioritize your plan.
- Be empathetic and build relationships with all components of the City to build the trust necessary to succeed.
- Learn to explain your position.
- Learn to compromise when appropriate.

Final Touchstones for Success

- Set the Example
- Never feel that you are important or that you are entitled as result of being elected
- Be honest and up front in all dealings
- Never forget that you can disagree without being disagreeable, disrespectful or threatening.
- **EXUDE FAIRNESS** in all your dealings

Next Steps

- Your Council Education is never done
 - Brown Act
 - Required Ethics Training
 - Learning to lead
- Useful Organizations
 - League of California Cities
 - Institute of Local Government
 - National League of Cities

Topics where more depth is required

- Council's Legal Power and Obligations
- Maximizing the Relationship between Council and staff
- Building Public Trust and the Press
- Financial Responsibilities of the Council
- Policy role in Land Use Planning
- Personnel and Labor relations
- Dealing with bad things