

## **Proposed revisions to 2015 Governance Manual**

Councilmember Peltier 1.16.18 V2

### **2.1 Values**

**2.1.1** City Leaders Listen to the community in a way that to better understand and represents the community's interests and goals.

#### **2.1.4 The City Exemplifies Professionalism in City Management**

City leaders exhibit respect for the value and acknowledge professionalism and ethical conduct of by the City Manager and staff.

#### **2.2.4.5 (NEW) City's best interest serves the community's best interests**

As an instrument of the community the City of Bainbridge Island's interests are determined by, and subordinate to, the long-term well being of the community as a whole.

#### **2.2.5 Staff Provides Adequate Information for Council Policy-Setting Decision-making**

Information provided to Council is sufficient should be reasonably complete and accurate for in order to facilitate informed and effective decisions decision making.

#### **2.2.9 (NEW) Individual Council Member's Email Communications**

Email communications to and from individual Council members will only be accessed with their consent or through a public records request with subsequent notification to individual Council members of that request.

### **2.3 Functioning of City Council**

#### **? 2.3.7 Representatives of the City Act in Accordance with City Policies**

it is a duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans.

**Notes:** When are we considered to be "representatives of the City". How does this potential impact our right to freely express opinions?

#### **? 2.3.12 Fewer Standing Committees**

Because staff time and resources are limited, the Council will use Study Sessions of the whole Council rather than numerous standing committees. The Council will consider utilizing a Standing committee only if needed to provide ongoing oversight in a prescribed area, as described in Section 3.1.2 below.

#### **NEW 2.3.13 City Council Staff serve in volunteer positions**

Individual Council members may appoint up to two volunteer staff members who will assist and support them in preparing for meetings and in effectively carrying out their other duties as Council members.

### **2.4 Efficiency and Effectiveness of Council Decision-Making**

#### **2.4.2 Provide More Effective Opportunity for Public Interaction**

Communication with the public is more interactive in Study Sessions than in Business Meetings. Typically, public comments on any topic relating to City business will be taken at the outset of Business Meetings, whereas in Study Sessions public comments are taken in the course of consideration of each matter under study at the meeting. Each public comment should usually be limited to three minutes. Councilmembers may also receive public comments via email or other written communications.

**Notes:** Currently Study Sessions are functioning more as Business Meetings. Do we want to change that to be consistent with 2.4.2? The main issue regards how we interact has to do with responding to questions from citizens. Perhaps we just ask for questions at the podium, keeping it short (1minute) and make a list, then have Council discussion.

#### **NEW 2.4.7 The City Council decisions should be based upon complete and accurate information.**

As elected officials Council members, and the Council as a whole, have an obligation to understand the information decisions are based upon to the extent reasonably practical.

**Note:** Would cite STO Phases II & IV as a failure to adequately understand their impact to trees and vegetation along SR305 when approving the projects.

### **2.5 Functioning of City Manager and Staff**

#### **2.5.1 ICMA Standards are Respected**

*City leaders respect the ICMA standards and model documents (e.g. ICMA Code of Ethics and the City Manager's employment terms/conditions).*

**Note:** Are ICMA standards consistent with the best interests of the community?

#### **2.5.2 Council-Manager Governance Depends on an effective a-Strong City Manager Role working collaboratively with a well informed and assertive City Council**

The City Manager prepares the proposed budget; administers code and policy; appoints and removes city employees; serves as the City's chief executive officer. The City Manage defers to, and supports, the City Council in its role as policy and decision maker for the City, recognizing the Council is comprised of the City's only elected officials.

#### **2.5.3 Regular and Understandable Financial Reporting**

*The City's regular financial reports enable the Council and community to understand the City's financial condition, and ~~are~~ should be in harmony with accounting standards for governmental organizations, applicable law, and municipal best practices, taking into account brevity, cogency, salience, and clarity.*

#### **New 2.5.3.5 Complete and Impartial Financial information provided to Council**

Financial information provided to Council be presented in a manner intended to inform a not to steer Council decision making.

### **3.1 Types of Governing Bodies, and Advisory or Supporting Groups**

#### **(for reference only) 3.1.10 Nonprofit Service Agency**

*A nonprofit organization may perform a function for the City as defined by contract with the City or as prescribed by ordinance. An example of such a nonprofit entity designated by ordinance is the Bainbridge Island Arts and Humanities Council (for oversight of the Cultural Element of the Comprehensive Plan).*

#### **NEW 3.1.11 Non Profits working with the City will practice transparency and maintain open membership**

Nonprofit entities working with the City will make their annual budgets available to the City and to the public. They will be open to public membership and have established and clear rules for governance.

### **3.2 City Officials and Adjudicators**

#### **3.2.6 Council Liaison (for reference)**

*With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:*

- *A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)*
- *A community organization (such as an arts, business, or social service organization)*
- *A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and*
- *A citizen board, commission, or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)*

#### **NEW 3.2.6.5 Liaisons to Regional Boards and Committees represent the City Council consistent with Council direction, policies, and the Comprehensive Plan**

Council liaisons to regional boards and committees represent the Council as a whole and have an obligation to keep the City Council apprised of important issues potentially impacting the City and community being discussed by those bodies. Liaisons to those regional bodies will strive to represent Council in a manner reflecting the collective will of Council.

## **4.8 Open Government and Public Records**

### **4.8.3 Duty to Act in the Interests of the City**

As an instrument of the community, “for and by the people”, the “interests of the City” will be consistent with the long-term best interests of the community.

- No elected person shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interests of the City of Bainbridge Island and his or her personal interests, or the interests of other organizations. (do we need to strengthen this?)

### **4.9 Duties to Act Consistently with City Policy When Representing City Elsewhere**

Both elected City officials and non-elected City officials are frequently called upon to participate in policy bodies and decision-making forums at the county and regional level. It is hereby the policy of the City that, whenever any City official (whether elected or staff) is directly or indirectly representing the City on a policy making or decision-making body at the county or regional level, it shall be the duty of that individual to act in a manner consistent with the interests of the City, as embodied in City policy, budget, capital facilities plan or other action of Council or directive of the City Manager.

**Note:** Request discussion of 4.9