



## **CITY COUNCIL STAFF REPORT**

**ITEM NO. 5.16**

**DATE:** July 28, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Marianna A. Burch, City Manager

**SUBJECT:** Resolutions approving City Council Values, Norms and Principles of Governance, and City Council Meeting Rules of Procedure.

### **RECOMMENDED ACTION**

Staff recommends the City Council adopt resolutions approving the City Council Values, Norms and Principles of Governance, and City Council Meeting Rules of Procedure.

### **SUMMARY**

Staff recommends the City Council adopt resolutions approving revisions to the City Council Values, Norms and Principles of Governance, and revisions to the City Council Meeting Rules of Procedure based on feedback provided by the City Council at the April 28 workshop.

### **DISCUSSION**

At the April 28, 2025, workshop, the City Council discussed changes to the City Council Values, Norms Principles of Governance and City Council Meeting Rules of Procedure, and provided direction to staff on the desired changes, which are summarized below and captured as redlined edits in the attached documents. In addition to Council-directed changes, included in the attached redlined documents are staff-initiated changes, deemed necessary to ensure legislative and legal compliance, consistency with practice and additional clarity.

#### Changes Throughout the Documents

1. Typographical changes were noted by the City Council and staff throughout the documents.
2. Staff was requested to review the documents for gender-specific pronouns and replace all with gender-neutral pronouns.

#### Changes to Values, Norms and Principles of Governance

3. Place Values before Norms.
4. Define Values as "attributes that the City Council holds as important," and define Norms as "behavioral expectations that help the City Council achieve our Values."

5. Establish an expectation that Values, Norms, Principles and Rules will be reviewed every two years.

#### Changes to Norms

6. Under "Take Responsibility", add: "Because we value Teamwork, Council Members shall place the good of the whole city first and strive to build a thriving community for all. Within their districts, Council Members shall familiarize themselves with district specific issues so that they can work collaboratively with their colleagues to meet those specific needs."
7. Under "Take Responsibility", further add: "Because we Facilitate Trust and Honest and Effective Communication, Council Members are expected to follow the rule of law as well as Values, Norms, and Principles of Governance and Meeting Rules of Procedure and act responsibly both on the City Council and in representing the City. Should a Council Member fail to follow the Values, Norms, Principles or Rules, they are expected to acknowledge their mistake, learn from it, and make amends."
8. Under "Maintain Transparent Communication", add: "We further strive to communicate the reasoning and limitations of our actions under law to the best of our ability. Among other things, this helps to create a clear administrative record with well-articulated findings."

#### Changes to Principles of Governance

9. Under "City Attorney Responsibility", revise the third sentence to read: "The City Attorney shall not take any action requested by an individual Council Member nor should an individual Council Member request such an action."
10. Under "Council-Advisory Body Relations", add "Individual City Council Members should not influence Board and Commission Members, and are discouraged from attending Board and Commission meetings or engaging in direct email or other communication over City business with Board and Commission Members."

#### Changes to Rules of Procedure

1. Section 6.1 ("Appointment of Vice Mayor"): Clarify that the Mayor will provide the initial nomination for the Vice Mayor to the City Council.
2. Section 8.4 ("Teleconferenced and Hybrid Meetings"): Clarify procedures for teleconferenced and hybrid meetings.
3. Section 10.6: Add the requirement for City staff to identify whether the recommended action is legislative, quasi-judicial, or administrative, and also identify elements or findings required to approve the item of business.
4. Section 10.8: Replace the current deadline for City Council Reports with "by the deadline set by the City Clerk."
5. Section 10.8: Add the following: "Items listed in the written City Council Reports are not included in the meeting minutes, even if highlighted during the Council Member's oral comments. These items are considered part of the official record via the supplemental packet. If a Council Member shares information during the meeting that is not included in their written report, that information will be captured in the meeting minutes."
6. Section 12.3: Clarify when remote public comment will be allowed.
7. Section 17.3: Update to provide additional guidance on reading the title for an ordinance and waiving of the requirement for the full reading.
8. Section 19: Eliminate the entire section. Return to the City Council with a Policy on the City Officials' Use of Social Media and Electronic Communication. Schedule a special workshop to conduct City Council training on the Policy. Separately, provide the same training to all City of Livermore Board and Commission members.

## **FISCAL AND ADMINISTRATIVE IMPACTS**

There are no fiscal or administrative impacts.

## **COMMUNITY PILLAR**

5. A City That Works

## **GOAL**

1. Engage effectively with the Mayor and City Council

## **ATTACHMENTS**

1. Redlined City Council Values Norms and Principles of Governance
2. Redlined Changes to City Council Meeting Rules of Procedure
3. Resolution - 2025 Values Norms Principles of Governance
4. Exhibit A - City Council Values Norms and Principles of Governance
5. Resolution - 2025 Rules of Procedure
6. Exhibit A - City Council Meeting Rules of Procedure revised 07 2025

Prepared by: Stephanie Egidio  
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Approved by:



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City Manager

Fiscal Review by:



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Tina Olson  
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