



# Rules & Public Policy Committee

---

**Chair:** Anneliese Clear (AC) | **Vice Chair:** LaTonya Chichester (LC)

**Members:** Kathy Cureton (KC), Mary Jo Zorb (MJZ)

## Agenda

**Regular Meeting: Monday, January 12, 2026, 6:00 pm**

1. Attendance
2. Confirm Agenda
3. Approve Previous Meeting Minutes: November 10, 2025
4. Public Comment
5. Organizational Discussion
  - a. Existing Committee Responsibilities (refer to Council Rules)
  - b. Proposed Committee Responsibilities
  - c. Meeting Agenda Template
  - d. Meeting Schedule
6. Old Business
  - a. Status of Walter Drane / Iron Mountain Service Agreement (from 11/10/2025)
  - b. NEW Council Rule Governing Council Expenditures (from 11/10/2025)
7. New Business
  - a. Status of IT Audit & Remediation of Findings
  - b. NEW Council Rule for Approval & Submission of Committee Meeting Minutes
  - c. NEW Policy / Procedure for Onboarding New Council Members
  - d. NEW Policy / Procedure for Engaging the Clerk of Council
  - e. For Review Only: “Roles & Responsibilities” Informational Handout (Addendum A) for possible future distribution to all Council members & Administration
8. Adjournment

**PUBLIC COMMENT PROCEDURE:** The Rules & Public Policy Committee welcomes public participation. If you are unable to attend a meeting and sign in to comment, please email submissions **at least 24 hours prior to the scheduled meeting** to the committee chairperson: **Anneliese Clear** [[a.clear@northcollegehill.org](mailto:a.clear@northcollegehill.org)]

# Addendum A

---

## Rules & Public Policy Committee Regular Meeting: January 12, 2026

### Roles & Responsibilities

Repurposed content from: “[Roles and Responsibilities of Local Government Leaders](#),” an online publication of Municipal Research and Services Center (MRSC), a nonprofit organization based in Washington State. **Used with permission**, per the following [notification](#) on their website: “While we are unable to provide this personalized service to members of the general public or public agencies not listed above, our website is available for all to use.”

---

### What Staff Needs to Know about Elected Officials

Policy development processes are most effective and productive when the legislative body, the executive, and staff work well together. Each party has a role to play, along with clearly defined responsibilities. Conflicts often develop when the legitimate needs and roles of one party are not understood by another. Here are some suggestions that might make the policy development process more effective.

- **Elected officials have different needs than staff.** To be effective, elected officials must be responsive to the needs of their constituents. Elected officials will sometimes focus on fairness or responding to the minority view so that their constituents feel adequately represented.
- **Elected officials want to know where various groups stand on an issue.** This information is important in attempting to balance the conflicting values that often come into play during the policymaking process.
- **Elected officials do not like surprises.** This is particularly true at the end of a long and arduous process. A staff member's credibility can be seriously undermined if relevant, new information is introduced at a final public hearing before action is to be taken. Councilmembers depend on staff to provide pertinent, timely, and complete information on issues the council must take under consideration.
- **Elected officials like to have choices.** No one likes to feel backed into a corner with only one solution. Even a brilliant staff proposal may not carry the day if other choices were not seriously considered.

[Continues on the next page.]

---

## What Elected Officials Need to Know about Staff

- **Some key staff belong to national and state associations that hold members to professional and ethical standards.** For example, many city managers and administrators belong to the [Washington City/County Management Association \(WCMA\)](#) and are bound by the [International City/County Management Association \(ICMA\) code of ethics](#).
- **Don't ask for personal help with campaign and election issues.** It is not appropriate to ask staff to help on personal political matters, and state law prohibits the [use of public facilities for election campaigns](#).
- **Explore challenging issues with staff and encourage their creativity.** Staff will sometimes take the position that they cannot pursue a certain initiative because it is contrary to existing code or policies. Work with staff on exploring creative ideas for achieving a community goal.
- **Get to know and trust key staff.** Staff can be a tremendous help in developing ideas, structuring good processes, and generally keeping you out of trouble.
- **Treat staff respectfully.** Otherwise, you may not get that extra effort that can make a difference in effectiveness.
- **Avoid public criticism of staff.** If elected officials have a legitimate concern about staff, discuss the matter with the executive, mayor, city manager, or department head, as appropriate. Remember that a councilmember does not have the authority to direct employees.
- **Show appreciation for good work.** Say "thanks." Share credit. Understanding and appreciating the differing roles of your team members will improve the policymaking and decision-making process.