

CITY COUNCIL RULES COMMITTEE

MAY 25, 2022

CITY COUNCIL HANDBOOK UPDATE

2022



Presented by
Kelly B. Clancy, Acting City Clerk

City Council Handbook Edits and Updates



BRING HANDBOOK UP-TO-DATE
WITH CURRENT PRACTICES
AND POLICIES



MINOR EDITS FOR GRAMMAR
AND FORMATTING ERRORS



10 SECTIONS TO BE UPDATED

SECTIONS UPDATED

Section I - Mayor and City Council

Section II - Meetings

Section III - Agendas

Section IV - Conflicts, Liability and Decorum

Section VI - Communications

Section IX - Boards and Commissions

Section X - Boards and Commissions Profiles

Appendix A - Setting the Mayor's Salary

Appendix B-1 - Guidelines Regarding Reimbursement for Councilmember Expenses

Appendix D - Guidelines for Councilmember Townhall Meetings

Appendix G - San Leandro Sister Cities and Friendship City Guidelines

Key Updates

MEETING UPDATES

Agenda renumbering
Set Public Comment to 2 minutes
Update to add bi-annual council retreat and process for adding to future agenda items

BOARDS AND COMMISSIONS

Inactive Boards and Commissions have been removed
Inactive Council Committees have been removed

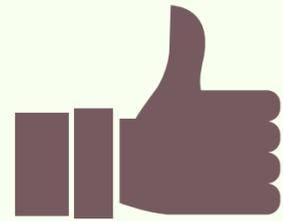
TOWN HALL MEETINGS

Language added to clarify that the Mayor hosts the State of the City Address in lieu of a Town Hall

BUDGET

Language added to reflect policies regarding Outside Governmental Agencies, and Sister and Friendship City Travel
Budget information added

RECOMMENDATION



STAFF RECOMMENDS THE
COUNCIL COMMITTEE
APPROVE THE EDITS TO
THE COUNCIL HANDBOOK