



Legislation Details (With Text)

|                        |   |                      |   |                     |  |
|------------------------|---|----------------------|---|---------------------|--|
| <b>File #:</b>         | 23-362  | <b>Version:</b>      | 1 | <b>Name:</b>        | Adopt a Resolution to Approve the 2023 Councilmembers Handbook Continued from 07102023 |
| <b>Type:</b>           | Staff Report  | <b>Status:</b>       |   | <b>In control:</b>  | City Council   |
| <b>On agenda:</b>      | 7/17/2023   | <b>Final action:</b> |   | <b>Enactment #:</b> | 2023-108   |
| <b>Enactment date:</b> |   |                      |   |                     |  |
| <b>Title:</b>          | Adopt a Resolution to Approve the 2023 Councilmembers Handbook  |                      |   |                     |  |
| <b>Sponsors:</b>       | Fran Robustelli   |                      |   |                     |  |
| <b>Indexes:</b>        |   |                      |   |                     |  |
| <b>Code sections:</b>  |   |                      |   |                     |  |
| <b>Attachments:</b>    | 1. A - Reso - 2023 Council Member Handbook, 2. B - Draft City Council Member Handbook Clean 07122023, 3. C - City Council Handbook 2023 Redlines 07122023 |                      |   |                     |  |

| Date      | Ver. | Action By    | Action   | Result |
|-----------|------|--------------|----------|--------|
| 7/17/2023 | 1    | City Council | Approved | Pass   |

Adopt a Resolution to Approve the 2023 Councilmembers Handbook

**SUMMARY AND RECOMMENDATIONS**

Staff presents for the City Council consideration a continuation of the Council Handbook edits that relate to City Council procedures and protocols.

At their meeting on July 10, 2023 Council discussed and considered for approval five discussion items to incorporate into the City Council Handbook, in addition to the edits referenced in the table below. Additional non-substantive edits not identified below were made for greater clarity and to correct typos and grammar.

The direction made by council is as follows:

P 9 - Vice Mayor language updated to remove last sentence of paragraph 3.

P 12 - Add language, Councilmember compensation is subject to an annual review and re-evaluation.

P 14 A - Travel/Training updated language to update to \$3,000 annually and add language to include for the newly elected officials a \$4,000 reimbursement giving them a one time exception until November 2023 for reimbursement.

P 15 Language was updated in the following sections

d - Added language regarding unused funds to be added to a "pool" and removed reference to gifting funds.

e - updated language to remove word "and" and replace with "or"

f - New language about annual report on consent calendar

P 36/37 - The City Attorney updated the language regarding the Use of City Letterhead or City Seal, email communication is sent by councilmembers on behalf of themselves as Councilmembers using City letterhead, expressing their opinions or positions on a matter, with the caveat that they're speaking on behalf of

themselves and not on behalf of the whole Council.

| Handbook Item   | Status   | Original Page # | New Page # | Discussion Item |
|---|--|-----------------|------------|-----------------|
| General Powers and Responsibilities of the Mayor and Council                            | New info added   | 6               | 8          |                 |
| Powers and Duties of the Council  | Moved from p. 10   | 7               | 9          |                 |
| Selection and Role of the Vice Mayor  | New info added   | 8               | 9          | Yes             |
| Council: Serving as members of other agencies   | Edited   | 10              | 11         |                 |
| Incompatible Office or Employment   | New info added   | 11              | 11         |                 |
| Mayor/Council Compensation  | Updated to reflect current ordinance                                       | 11              | 11         |                 |
| Non-Interference with Administrative Service  | Moved from p.  | 11              | 12         |                 |
| Council Goals and Priorities  | Edited   | 12              | 12         |                 |
| Requests for Future Agenda Items and Urgent Referrals                                   | Added  | 12              | 13         | Yes             |
| Requests for Proclamations  | Added  | 13              | 13         |                 |
| Reimbursement for Expenses (includes Technology, Travel/Training and Apparel Allowance) | Moved from Appendices  | 13 - 15         | 14 - 16    | Yes             |
| Regular Meetings  | Edited   | 16              | 17         | Yes             |
| Work Sessions   | Added - separated from Regular Meetings and moved from p. 17               | 16              | 17         |                 |
| Special Meetings  | Edited   | 16              | 17         |                 |
| Closed Sessions   | Edited   | 16              | 17         | Yes             |
| Public Participation  | Moved up from p. 19  | 18              | 19         |                 |
| Council Chambers Rules of Decorum   | Edited with clarifying language added                                      | 18              | 19         |                 |
| Agenda - Order of Business  | Edited to move Consent up and public hearings in front of Council Calendar | 23              | 23         |                 |
| Distribution of Agenda  | Edited for current practice  | 24              | 24         |                 |

|  |   |         |     |  |
|--|---|---------|-----|--|
| Requests by Members of the Council to Schedule Agenda Items                | Moved up and incorporated into Requests for Future Agenda Items | 25      | 13  |  |
| Persons Authorized to be within Platform                                   | Moved for flow from p. 37                                       | 25      | 18  |  |
| Councilmember Deliberations  | Moved for flow from p. 37                                       | 36      | 37  |  |
| Ordinances and Resolutions - Reading                                       | Edited for current practice                                     | 38      | 39  |  |
| Boards and Commissions   | Updated to reflect current boards and commissions               | 43 - 46 | 43  |  |
| Boards and Commissions Profiles  | Updated to reflect current boards and commissions               | 47 - 64 | 47  |  |
| Appendix C - Guidelines Regarding Reimbursement for Councilmember Expenses | Moved into the handbook   | 69      | N/A |  |
| Appendix D - Guidelines for Councilmember Town Hall Meetings               | Removed to reflect current practices                            | 71      | N/A |  |

**ATTACHMENTS**

- A. **Draft Reso City Council 2023 Handbook**
- B. **City Council 2023 Handbook**

**PREPARED BY:** Kelly B. Clancy, City Clerk, City Manager’s Office