



Legislation Text

File #: 23-362, **Version:** 1

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