



## Legislation Text

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Staff Report for City Council Rules Committee Discussion of Potential Changes to the City Council Member Handbook

### **SUMMARY AND RECOMMENDATIONS**

Staff presents for the City Council Rules Committee's consideration the following summary of potential changes to various elements of the City Council Handbook that relate to City Council meeting procedures and protocols. These suggested changes were derived from an Agenda Item 14 referral request initiated by Council Member Simon, as well as based on feedback provided by the City Manager. Staff recommends that the Rules Committee consider this information and provide direction to staff.

### **Summary of potential Handbook Changes Stemming from Agenda Item 14 Referral Request**

#### City Councilmembers speaking on agenda items:

Section II: Maintenance of Order (existing language)

"The Presiding Officer is responsible for the maintenance of order and decorum at all times. No Council Member, staff or member of the audience is allowed to speak who has not first been recognized by the Chair. All questions and remarks shall be addressed to the Chair. The Presiding Officer shall ensure that he/she, as well as the balance of Council, refrains from commenting or entering into conversation with speakers during Public Comments or during Public Hearings."

Possible Handbook edit: It is at the Presiding Officer's discretion to recognize any City Councilmember whose hand is raised or request to speak button is illuminated concerning any agenda item. Care shall be taken to avoid Brown Act violations concerning discussion or action on items that are not on the meeting agenda. City Councilmembers are encouraged to hold their comments on items of general public interest or concern until Item 13.[City Council Calendar and Announcements], or for consideration on future City Council meeting agendas during Item 14 [Requests to Schedule Agenda Topics].

#### Mayor's power to issue proclamations:

San Leandro City Charter Section 305(d), Powers & Duties of the Mayor / Section I of City Council Handbook: "Be responsible for public relations activities and represent the City for ceremonial purposes."

Background: Proclamations are ceremonial, sometimes issued for public relations activities, and issued by the Mayor. City Councilmembers may request that the Mayor issue a proclamation to a specific person, group, or purpose, again for ceremonial purposes.

Possible Handbook edit: Proclamations shall be clearly worded or stated as being exclusively from the Mayor, and not from the whole City Council.

### **Summary of Potential Handbook Changes Recommended by the City Manager**

The following is a summary of the current standard order of agenda items during regular City Council meetings:

1. CALL TO ORDER
  - 1.A. PLEDGE OF ALLEGIANCE TO THE FLAG
  - 1.B. ROLL CALL
  - 1.C. ANNOUNCEMENTS
2. RECOGNITIONS
3. PUBLIC COMMENTS
4. PRESENTATIONS
5. PUBLIC HEARINGS
6. CITY MANAGER AND CITY ATTORNEY REPORTS AND COMMENTS
7. AMENDMENT OF CONSENT CALENDAR
8. CONSENT CALENDAR
9. ITEMS REMOVED FROM CONSENT CALENDAR
10. ACTION ITEMS
11. REPORT ON CLOSED SESSION ACTIONS TAKEN
12. CITY COUNCIL REPORTS
13. CITY COUNCIL CALENDAR AND ANNOUNCEMENTS
14. COUNCIL REQUESTS TO SCHEDULE AGENDA ITEMS
15. ADJOURN

Provided below is an alternative potential order of agenda topics that has been reorganized in effort to ensure more efficient meetings as well as to provide greater opportunity for Council members to publicly share their views.

More specifically, by moving former item 13 (City Council announcements) to an earlier position on

the agenda immediately following public comments would enable Council members to publicly express their opinions regarding immediately preceding public comments. However, this modified position for Council announcements would not take place until after public hearings when such hearings are included on a given agenda, so as to ensure that Council members are not perceived as pre-judging the outcome of a particular hearing. Given that public hearings are an infrequent agenda topic, it is not expected that such a repositioning would need to take place with significant frequency.

Additionally, staff recommends moving the consent calendar to an earlier position on the agenda so that city staff and/or consultants who are attending the meeting exclusively for a consent calendar topic would have the opportunity to conclude their attendance at an earlier time.

Staff requests Rules Committee feedback on this proposed modified order of agenda topics.

**Proposed Modified Agenda Order:**

1. CALL TO ORDER
- 1.A. PLEDGE OF ALLEGIANCE TO THE FLAG
- 1.B. ROLL CALL
- 1.C. ANNOUNCEMENTS
2. RECOGNITIONS
- ~~7.~~ 3. AMENDMENT OF CONSENT CALENDAR
- ~~8.~~ 4. CONSENT CALENDAR
- ~~9.~~ 5. ITEMS REMOVED FROM CONSENT CALENDAR
- ~~3.~~ 6. PUBLIC COMMENTS
- ~~13.~~ 7. CITY COUNCIL CALENDAR AND ANNOUNCEMENTS\*  
(\*This item would follow revised item 9 during meetings in which there are public hearings)
- ~~4.~~ 8. PRESENTATIONS
- ~~5.~~ 9. PUBLIC HEARINGS
- ~~6.~~ 10. CITY MANAGER AND CITY ATTORNEY REPORTS AND COMMENTS
- ~~10.~~ 11. ACTION ITEMS
- ~~14.~~ 12. COUNCIL REQUESTS TO SCHEDULE AGENDA ITEMS
- ~~11.~~ 13. REPORT ON CLOSED SESSION ACTIONS TAKEN
- ~~12.~~ 14. CITY COUNCIL REPORTS

15. ADJOURN

**Fiscal Impacts**

None.

**Attachment(s) to Staff Report**

- *City Council Member Handbook*

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