



DATE: April 8, 2019

TO: Council Ad Hoc Committee

FROM: City Manager
City Clerk

SUBJECT: Modifications to the Council Member Handbook

RECOMMENDATION

That the Council Ad Hoc Committee reviews changes to the Council Member Handbook based on feedback provided by Council at the March 19, 2019 Council meeting and by the Ad Hoc Committee at the March 25, 2019 meeting.

SUMMARY AND DISCUSSION

At the March 19, 2019 Council meeting, the Council discussed proposed modifications to the Council Referral guidelines and provided staff with feedback on some of those recommended changes. At the March 25, 2019 Ad Hoc Committee meeting, the Committee reviewed proposed changes to the Council Member Handbook (Handbook) and provided direction on nine of ten items that were included in the staff report. The item related to best practices around election norms and social media guidelines was continued to the next meeting. Proposed changes are reflected in the redlined version of the Handbook, provided as Attachment II. The sections of the Handbook proposed to be modified are listed below:

1. Vacancy
2. Compensation for Members of the City Council
3. Benefits
4. Mayor Pro Tempore
5. Policy Regarding City Council Expression on State, Federal and International Issues
6. Meetings
7. Agenda
8. Addressing the Council
9. Council Committees

The redlined version of the Handbook (Attachment II) presents the recommended changes from Council and the Council Ad Hoc Committee for continued review and feedback.

At the Council Meeting on February 26, 2019, Council Member Wahab recommended that staff reports regarding renewal of high-ticket contract be presented to the Council with ample lead time before they expire and that they include the terms of the contract. City Manager

McAdoo suggested that the Ad Hoc Committee could review the request as part of the Handbook review and agenda protocols.

NEXT STEPS

Staff will incorporate any additional feedback from the Council Ad Hoc Committee and will bring back for review at the upcoming Council Ad Hoc Committee meeting on April 29, 2019, prior to returning to Council with the final proposed Council Handbook recommendations.

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Recommended by: Maria A. Hurtado, Assistant City Manager
Miriam Lens, City Clerk

Approved by:



Kelly McAdoo, City Manager