



DATE: February 7, 2017
TO: Mayor and City Council
FROM: City Clerk

SUBJECT

Revisions to the Council Member Handbook

RECOMMENDATION

That Council adopts the resolution (Attachment II) accepting the revisions and additions to the Council Member Handbook, and directs the City Clerk to issue the updated Handbook to Council, Council's appointed bodies, and other interested parties.

BACKGROUND

On November 5, 2016, during a Special Council meeting, the Council identified sections in the Handbook that the Council expressed interest in amending and directed staff to present a report at a work session. On January 17, 2017, staff presented a report ([WS 17-001](#)) to the Council that outlined proposed amendments. The Council discussed the proposed amendments and identified further changes which are incorporated into the redline Council Member Handbook (Attachment III) and redline Council's Appointed Officials Handbook (Attachment IV).

After the January 17, 2017 Council meeting, staff identified an additional item for the public comments section which is proposed to read as follows:

[Government Code Section 54954.3](#) states that if the City Council limits time for public comment, the City Council shall provide at least twice the allotted time to a member of the public who utilizes an interpreter to ensure that non-English speakers receive the same opportunity to directly address the Council. This shall not apply if the City Council utilizes simultaneous translation equipment.

Below is a summary of the sections that were amended or left unchanged per Council's direction.

1. City Council

- Elective Officers Section: Section updated.
- Training Requirements Section: Section updated.

- Compensation for Members of the City Council Section: Section unchanged.
- Benefits Section: Section updated.
- Council Office Budget and Expenditure Guidelines Section: Section unchanged.

2. Policy Regarding City Council Expression on State, Federal and International Issues

- Section updated.

3. Meetings

- Special Meetings/Calling/Notice Section: Section updated.
- Work Session Section: Section updated.
- Public Hearings and Legislative Business Section: Section updated.

4. Agenda

- Order of Business Section: Section updated.
- Posting of Agenda Section: Section updated.

5. Addressing the Council

- Time Limitation Section: Section updated.

6. Motions

- Motion to Amend Section: Section updated.
- Processing of Motions Section: Section updated.

7. Council Committees

- Section unchanged.

8. Boards, Commissions, Committees, and Task Forces:

- Application Procedure and Membership Section
- Council Economic Development Committee: Section updated by removing CEDC.
- Personnel Commission: Section unchanged.
- Arts and Culture Committee: No action. Staff recommended that consideration of an Arts and Culture Committee be delayed for at least one year.
- Council Infrastructure Committee: No action. Staff will return to Council in February for further discussion related to the Council Infrastructure Committee.
- Community Services Commission: Section unchanged.
- Recruitment/Interviews/Appointment of Council's Appointed Bodies: Section unchanged.

FISCAL IMPACT

There is no fiscal impact associated with the items presented in this report.

NEXT STEPS

A final copy of the Council Member Handbook and the Council's Appointed Officials' Handbook will be distributed to Council, Council's appointed bodies, and they will be posted on the City's website accordingly.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read "K. McAdoo", written in a cursive style.

Kelly McAdoo, City Manager