

The Council Handbook



Areas to Discuss

- City Council
- Policy Regarding City Council Expression
- Council Referrals
- Council Committees
- Boards, Commissions, Committees, Task Forces

City Council

- Pages 2 to 5
- What issues need to be addressed?
 - › First paragraph doesn't mention being appointed to Council (intro)
 - › Other scenarios for vacancies to be created – appointments should be more clearly defined
 - Start with "...if a council member is elected to the position of mayor or another elected seat"
 - Reword "dies"
 - Define period – 60 consecutive days/3 regular meetings (would be clearer if it were a number of meetings, rather than days), unless the Council has excused (due to military service, leave of absence, or significant event – no proxy voting allowed in the charter)
 - › Elected officers are sworn in after the election has been certified (p.2)
 - › Elected officers should hold office immediately after they've been sworn in (following installation, remove reference to first Tuesday)
 - › In addition to PERS, also participate in PARS – page 5 (Council members cannot be PERS eligible through multiple agencies)
 - › Page 9 – Council member could file a complaint with the mayor, mayor pro tem, or another member of the Council

Policy Regarding Council Expression

- Page 17
- What issues need to be addressed?
 - › Council Handbook needs to be updated to reflect social media requirements (Brown Act covers) – not necessarily in this section
 - › Clean up language (remove “whereas,” references to resolution, etc.)
 - › Page 20 – Council Agenda - guidance on presentation lengths

Council Referrals

- Page 26-28
- What issues need to be addressed?
 - › Prefer to go back to previous system (just get three other votes) – too many people can bring up issues without the majority of the Council
 - Confusion on what was a referral and what was an informational ask
 - › New system is more transparent – consider an in-between process – potentially:
 - specify that issues needed to be raised at regular meetings, not closed session
 - two other Council members on the proposal (Brown Act restraints)
 - committee vetting; referrals vetted at the committee phase;
 - timeline attached; collaborative research;
 - Council member referral should come to full council, one pager, Council votes on direction, goes to a committee to get vetted policy-wise, and then comes back to the full council with a recommendation within a defined policy
 - › Two types of referral – heard from a neighbor/straightforward proclamation/community request vs things that will pull resources from existing work/policy memo – the second should require discussion of what the tradeoffs would be

Council Committees

- Page 46
- What issues need to be addressed?
 - › Inventory of standing committees - clarity on committee prioritization/consolidation
 - › Ad hoc committees will be time-bound, temporary, rules

Boards, Commissions, Committees, Task Forces

- Page 48
- What issues need to be addressed?
 - › Separate conversation – role of the CAP (post policy innovation dialogue?)
 - › Representation/inclusion of indigenous populations (planning commission?)
 - › Small, temporary, ad hoc – subject to Brown Act
 - Max of two terms, and then required break – ensure opportunities
 - How many committees do we want? If we support, when does it happen?
 - › If language is in the charter, does it need to be in the handbook (e.g., establishing/abolishing committee language) – link to the charter language? Appendix?

Additional Topics for Discussion

- Proclamation
- Quasi-Judicial Hearings
- Rules, Decorum, and Order
- Motions
- Ordinances
- Council Liaison

Proclamation

- Page 23
- What issues need to be addressed?
 - › Streamline/clarify language and process (applies to all of these) – appendix from the link
 - › Confirm the definition/differences of proclamation/resolutions
- Page 35 – public comment from home or an alternative location

Quasi-Judicial Hearings

- Page 24
- What issues need to be addressed?
 - › Streamline / clarify language

Rules, Decorum, and Order

- Page 29
- What issues need to be addressed?
 - › Introductory statement “the purpose of the meeting is the business of the City...”
 - › Council members should, when commenting, keep their focus on the issue at hand...
 - › Council Members are encouraged to keep their comments concise and succinct; and to limit their general comments on any item to five minutes once any specific questions on the item have been asked and answered. – page 33
- Lay out the process and order in the handout –statement/questions/argument (after public comment), work sessions are different – clarify the process flow for new members (in the meetings, include slides with categories/actions)

Motions

- Page 39
- What issues need to be addressed?

Ordinances

- Page 44
- What issues need to be addressed?
 - › Transparency, what is the process, clear language
 - › If an ordinance had unanimous approval, goes on the consent agenda in the next meeting. If not unanimous, regular agenda next time

Council Liaison

- Page 47
- What issues need to be addressed?
 - › Process – consistent feedback related to what happened in the meetings (either an update on the agenda – Council reports/announcements)