

DATE: July 6, 2021

TO: Mayor and Council

FROM: City Manager
City Attorney
City Clerk

SUBJECT: City Council Handbook Modifications: Adopt a Resolution to Implement Modifications and Edits to the City Council Handbook

RECOMMENDATION

That the Council adopts a resolution to implement final edits and modifications to the City Council Handbook (Attachment II).

SUMMARY

The Council Member Handbook was initially adopted in July 1983 and provides procedural rules for how the Council will operate. The Council typically reviews the handbook annually and adopts changes to processes and procedures as necessary. The Council held a retreat on March 30, 2021 and discussed numerous proposed changes to the handbook. As a follow up to that discussion, the Council discussed the handbook again on May 4, 2021 and the Mayor then appointed an Ad Hoc Committee to review and recommend final edits to the handbook. The Ad Hoc Committee met on May 26 and June 22 and staff has prepared this report and attachments to capture the edits and modifications made to the Council Handbook. The Ad Hoc Committee recommends that the Council adopts a resolution (Attachment II) to implement the final proposed changes to the Handbook as outlined in Attachment III.

BACKGROUND AND DISCUSSION

The Council Member Handbook (Handbook) provides procedural rules for how the City Council will operate as a body. The Handbook was adopted in July 1983 and since then, has gone through various revisions over the years as needed. The last revision was completed in 2019.

At the March 30, 2021 Council Governance Retreat, the Council reviewed the Handbook and discussed various modifications. A lengthy discussion of the Council referral process ensued at the retreat and Council asked staff to return with further information about procedures from other cities. A follow up report to Council was prepared by staff and discussed at the May 4, 2021¹ Council meeting. Following this meeting, the Mayor appointed an Ad Hoc Committee consisting of herself, Mayor Pro Tempore Wahab, and

¹ [CITY OF HAYWARD - Meeting of City Council on 5/4/2021 at 7:00 PM \(legistar.com\)](#)

Councilmember Marquez to finalize proposed changes to the handbook. The Ad Hoc Committee met on May 26² and June 22³ and was able to reach consensus regarding most proposed changes to the handbook. Attachment III presents a redline version of the handbook for Council review. The most substantive changes to the Council handbook include: significant revisions to the Council referral process (pp. 28-31); additions to explain recent changes to Brown Act pertaining to social media (p. 18); modifications to the adjournment process (p. 31); and other necessary wording and reformatting changes. The Ad Hoc Committee also requested that staff prepare examples to better clarify and explain certain sections of the handbook – these can be seen in multiple areas of the handbook.

Upon Council review of the proposed changes to the handbook, staff recommends that the Council adopts a resolution (Attachment II) approving the redline edits to the Council Handbook identified in Attachment III.

ECONOMIC AND FISCAL IMPACT

There is no anticipated economic or fiscal impact with the discussion of this report.

STRATEGIC ROADMAP

The agenda item is a routine operational item and does not specifically relate to a project in the Council's Strategic Roadmap.

NEXT STEPS

Following adoption of the resolution, staff will finalize and publish an updated version of the Council Handbook.

Prepared and Recommended by: Kelly McAdoo, City Manager
Miriam Lens, City Clerk
Michael Lawson, City Attorney

Approved by:



Kelly McAdoo, City Manager

² [CITY OF HAYWARD - Meeting of Ad Hoc Committee on 5/26/2021 at 12:00 PM \(legistar.com\)](#)

³ [CITY OF HAYWARD - Meeting of Ad Hoc Committee on 6/22/2021 at 12:00 PM \(legistar.com\)](#)