



CITY OF HAYWARD

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Cover Memo

File #: LB 19-017, **Version:** 1

DATE: March 19, 2019

TO: Mayor and City Council

FROM: City Manager

SUBJECT

Adoption of Proposed Revisions to the Council Member Handbook Section on “Order of Business related to Council Reports, Referrals and Future Agenda Items”

RECOMMENDATION

That the Council discusses the current procedure for Council Referrals, the proposed revisions to the Council Handbook section on “Order of Business related to Council Reports, Referrals, and Future Agenda Items,” and adopts the resolution (Attachment II) accepting the recommended changes for inclusion in the Council Member Handbook.

SUMMARY

The Council Member Handbook was adopted in July 1983 and provides procedural rules for how the Council will operate. The Council has expressed a desire to review the current procedure and consider modifications to the “Order of Business related to Council Reports, Referrals, and Future Agenda Items,” section of the Council Member Handbook to provide further clarification. This report presents proposed modifications for Council discussion and adoption.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Exhibit A	Council Member Handbook “Order of Business related to Council Reports, Referrals, and Future Agenda Items,” Section - Redlined
Attachment III	Council Member Handbook
Attachment IV	Sample Council Referral Memorandum Template