

EXPLANATION

In FY 2021, a project team consisting of the Assistant City Manager, Assistant City Attorney and current City Clerk completed a review of the complete City Council Policy Manual. A cumulative staff review of the City Council Policy Manual has not been completed in a number of years. Staff brought forward a number of changes to the City Council Policy Manual which were approved by City Council at the October 5, 2021 City Council Meeting.

Staff is returning with changes to ten (10) City Council Policies: Policy Nos. 101, 102, 103, 106, 113, 114, 116, 118, 119, and 120.

Below is a high-level overview of the staff-recommended changes to the ten (10) Policies. The policies referred to are attached and redlined to highlight staff's recommendations and any associated notes.

Clerical changes are included for consistency throughout the manual and follow the City style guides and procedures.

Prior Policy Amendments have been added to the end of each policy to provide a historical reference to prior changes made.

Staff Recommendations – High Level Review

City Council Policy #101

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 2 – Policy

3. Add in *electronically* in the second sentence before reproduced. Change the last sentence to read, The Resolution Number and date of adoption will notated on the last page of amended policy in the "Prior Policy Amendments" section and remove the rest.

Page 2 of 2 – Policy

6. Add after first sentence, The City Clerk's Office shall retain the original adopted resolution and maintain a copy of the manual.

Page 2 of 2 – Policy

7. Add, *City Clerk* from bringing to the *attention of the City* before Council and remove attention.

Page 2 of 2 – Policy

8. Remove City Clerk in first sentence and replace will with *shall*.

Page 2 of 2 – Prior Policy Amendments

Listed are all historical amendments to this policy

City Council Policy #102

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 1 – Purpose

add, *the process describing*

Page 1 of 1 – Prior Policy Amendments

Listed all the historical amendments to this policy

City Council Policy #103 – REMOVE – Policy was combined with #102

City Council Policy #106

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 1 – Policy

Change 1st sentence to say, *Commission and Committee* after Board.

3rd Paragraph, 1st sentence, add in *Committee* after Commission.

4th Paragraph, 1st sentence, add in after post - *the recording or webinar of the meeting within 24 hours of the meeting.*

4th Paragraph, 2nd sentence, add in *The City* before Council and then add in *will be posted once adopted by the City Council* and delete the rest of the sentence.

4th Paragraph, last sentence, delete *video* and delete *for a minimum of three years from the date of original posting* and add *according to the City's most current Records Retention Schedule.*

Prior Policy Amendments

Listed are all the historical amendments to this policy.

City Council Policy #113 – Unauthorized Disclosure of Information Revealed in Closed Session

Grammatical cleanup in languages, and clarifying language added throughout policy.

Prior Policy Amendments

Add in:

March 12, 1996 (Resolution No. 96-29) Establishing Policy

June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)

October 8, 2013 (Resolution No. 2013-147)

City Council Policy #114 – Grant Review Policy

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 2 – Procedure

Delete 1st sentence under Procedures.

Related Policy References

Delete only sentence.

Prior Policy Amendments

Add in: *February 13, 2001 (Resolution 2001-17)*

June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)

October 8, 2013 (Resolution No. 2013-147)

October 18, 2016 (Resolution No. 2016-168)

City Council Policy #116 – Procedures for Disclosure of Ex Parte Contacts

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 2 – Purpose

Add in after Commissions, *and Committees*,

Background

1st Paragraph, 1st sentence, add in *Boards, Commission, or Committees*,

Page 2 of 2 – Background

Delete last sentence.

Page 2 of 2 – Policy (4)

Add *SB 1439*

Prior Policy Amendments:

Add in: *February 6, 2007 (Resolution No. 2007-19) Established Policy*
June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)
October 8, 2013 (Resolution No. 2013-147)

City Council Policy #118

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 4 – Brown Act Applicability

1st Paragraph in 1st sentence, add *California Government Code section 54950 et seq.*

Prior Policy Amendments

Add previous amendments:

April 17, 2007 (Resolution No. 2007-75)
May 15, 2007 (Resolution No. 2007-104)
June 5, 2007 (Resolution No. 2007-120)
June 21, 2016 (Resolution No. 2016-102)
September 6, 2016 (Resolution No. 2016-144)

City Council Policy #119

Grammatical cleanup in languages, and clarifying language added throughout policy.

Clerical and small grammar changes throughout the seven pages.

Related Policy References

Add after Ralph M. Brown Act, *California Government Code section 54950 et. seq.*

Prior Policy Amendments

Add: *September 5, 2017 (Resolution No. 2017-181) – Establishing Policy*
September 4, 2018 (Resolution No. 2018-160)

City Council Policy #120

Grammatical cleanup in languages, and clarifying language added throughout policy.

Page 1 of 2 – Policy

#2 – add after Vice Mayor *shall serve until the Mayor returns or is able to act. The Vice-Mayor....*

Related Policy References

Add after California Government Cost Sections 36801 - 36802

Add after California Elections Code Sections 10262 – 10263

Add: *Prior Policy Amendments:*

November 20, 2018 (Resolution No. 2018-204)

September 19, 2000 (Resolution No. 2000-120)