

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE APPROVING THE CITY COUNCIL
HANDBOOK UPDATE**

WHEREAS, in 1997, the City Council adopted by Resolution a Policy/Procedure for Conducting City Council Business, which has been reviewed from time to time and amended as appropriate; and

WHEREAS, since that time, the City Council has adopted various Resolutions creating additional policies and guidelines, all of which are compiled into the City Council Operations Manual; and

WHEREAS, at its meeting on October 24, 2017, the City Council directed staff to develop a comprehensive City Council Handbook and appointed a City Council Subcommittee to work with staff in the development of the Handbook; and

WHEREAS, at its meeting on April 10, 2018, the City Council adopted a Resolution approving a City Council Handbook to include the City Council's existing policies and other relevant statutory requirements and regulations governing the responsibilities of the City Council; and

WHEREAS, at its meeting on October 24, 2022, the City Council adopted a Resolution approving a City Council Handbook update; and

WHEREAS, staff has reviewed the Handbook and identified the need for some substantive updates, clean-up language as well as content that reflects City Council-adopted policies and direction that occurred since the adoption of the 2022 Handbook; and

WHEREAS, the City of Arroyo Grande City Council Handbook provides a summary of relevant statutory requirements, regulations, policies and procedures governing responsibilities of the City Council that will serve as a reference document for the City Council, serve as an introduction for future Council Members unfamiliar with the operations of the City of Arroyo Grande; and enable the City Council to effectively compile, maintain, and implement operational practices that are agreed upon.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arroyo Grande as follows:

1. The updated City Council Handbook is hereby approved as set forth in Exhibit A, attached hereto and incorporated herein by this reference in substantially final form.

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2. The City Council Handbook may be amended administratively by the City Clerk's Office to the extent necessary to remain current with Federal, State, and local law, and effectuate specific direction of the City Council.
3. The City Manager is hereby authorized and directed to place copies of the City Council Handbook in suitable places, including on the City website, for the guidance of the public.
4. Adoption of the City Council Handbook hereby supersedes any previous version of the Handbook.
5. This Resolution shall take effect immediately upon its adoption.

On motion of Council Member _____, seconded by Council Member _____, and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was approved this 13th day of August, 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY