



MEMORANDUM

TO: City Council

FROM: Matthew Downing, City Manager

BY: Jessica Matson, Legislative & Information Services Director/City Clerk

SUBJECT: Updates to the City Council Handbook

DATE: August 13, 2024

RECOMMENDATION:

1) Adopt a Resolution approving the updated City Council Handbook; and
2) Find that adopting the Resolution is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no fiscal impact from this action.

BACKGROUND:

On December 9, 1997, the City Council adopted a Policy/Procedure for Conducting City Council Business. Due to a number of policies being adopted by various City Council Resolutions, these policies were then compiled into a City Council Operations Manual.

On [October 24, 2017](#), the City Council directed staff to develop a more comprehensive and organized document that would combine the City Council's existing policies with other relevant statutory requirements and regulations governing the responsibilities of the City Council. On [April 10, 2018](#), the City Council adopted a City Council Handbook.

On [October 25, 2022](#), the City Council adopted the updated City Council Handbook incorporating Council-adopted policies which had occurred since the 2018 adoption. Council had expressed interest in reviewing the Handbook for necessary updates ahead of a Municipal Election season.

ANALYSIS OF ISSUES:

The City Council Handbook ("Handbook") is intended to serve as an introduction for future

Item 9.f.

**City Council
Updates to the City Council Handbook
August 13, 2024
Page 2**

Council Members unfamiliar with the operations of the City, serve as a resource guide and compilation of agreed upon operational practices for Council Members throughout their terms, and provide clarity for the public regarding those operational practices.

Staff has reviewed the current Handbook and has identified the need for substantive updates, language clean-up, as well as additional content that reflects Council-adopted policies that occurred since the current Handbook was adopted in 2022.

Substantive items that have been added to the Handbook include the following:

Organizational Chart

The City of Arroyo Grande Organizational Chart was updated in Section 1.2 to reflect service changes in various departments. Additionally, Exhibit A – Expanded Description of City Departments, has been updated to reflect service changes within various departments.

Workplace Violence Prevention Plan

The City established a Workplace Violence Prevention Plan in compliance with Labor Code Section 6401.9. Section 3.7 has been added to reflect this new Plan.

Agenda Order

The Agenda order in Section 4.5 has been updated to assist with meeting efficiency.

Public Comment

Sections 4.7 and 4.8 have been added to provide guidelines for the public’s participation in public meetings including written and oral public comment as well as the use of visual aids during public comment. This section also provides guidelines for applicants, applicant representatives, or appellants who desire to speak at a meeting.

Ad Hoc Committees

Section 5.1 has been added to provide guidelines for the creation of limited term, limited scope committees comprised of less than a quorum of the Council to serve as an advisory committee of the City Council.

City Commissions, Committees, and Boards

Section 5.3 regarding appointments has been updated to reflect the changes to the Arroyo Grande Tourism Business Improvement District (AGTBID) Advisory Board.

Updates to the list of Appointment of Council Members to Various Local and Regional Boards, Commissions, and Committees

Section 5.6 has been updated to remove Boards, Commissions, or Committees that are no longer active and to reflect changes to the Five Cities Fire Authority (FCFA) Joint Powers Authority (JPA) Board.

Use of City Seal, City Logo, and Police Badge

On August 13, 2024, City Council is anticipated to adopt a Resolution designating the City Seal, City Logo, and Police Badge as official symbols of the City of Arroyo Grande. Section 6.4 has been updated to include the policy.

Staff recommends adoption of the Resolution approving the updated City Council Handbook (Attachment 1). The Handbook will be maintained on file in the City Clerk's Office, distributed to all Council Members and the City's Executive Team, made available to the public during business hours, and posted on the City website.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt a Resolution approving the updated City Council Handbook;
2. Modify the Handbook and Adopt a Resolution approving the City Council Handbook;
3. Direct that specific changes or additions be made to the Handbook and return to Council at a future date for consideration and approval; or
4. Provide other direction to staff.

ADVANTAGES:

Approving the updated Handbook will provide a comprehensive document that includes updated policies, procedures, and guidelines that will serve as a reference document for the City Council, staff and the public.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item. Adopting the Resolution is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ATTACHMENTS:

1. Proposed Resolution