

RESOLUTION NO. 2022 - xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING AND FINALIZING THE DRAFT CITY COUNCIL POLICIES AND PROCEDURES

WHEREAS, the City Council first discussed the necessity for a City Council Policies and Procedures document in 2018; and

WHEREAS, the City Council held a number of special meetings to discuss and edit a draft Policies and Procedures document throughout 2020 and 2021; and

WHEREAS, the last special meeting to discuss and edit the City Council Policies and Procedures document was held on December 13, 2021; and

WHEREAS, sixteen total sections in the Policies and Procedures document were created, edited and agreed upon by the City Council, and those sections are as follows:

- 1.) General Rules
- 2.) Responsibilities of the City Council
- 3.) Responsibilities of the Mayor and Vice Mayor
- 4.) City Councilmember Duties
- 5.) Strategic Initiatives and Goal Setting
- 6.) Conduct with Commissions, Boards and Committees
- 7.) Appointments to City's Commissions, Boards and Committees (CBCs)
- 8.) Meetings
- 9.) Action Minutes
- 10.) Public Participation
- 11.) Appeals
- 12.) Communication with City Council and Staff
- 13.) Communication to City Council and Use of Social Media
- 14.) Budget Controls for the City Council Budget
- 15.) Ceremonial Matters
- 16.) Enforcement

WHEREAS, through adoption of this resolution, the City Council of the City of San Bruno will adhere to the policies and procedures contained in the approved document.

NOW, THEREFORE, BE IT RESOLVED, that the San Bruno City Council hereby:

1. Approves the City Council Policies and Procedures

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I hereby certify that foregoing **Resolution No. 2022 -**
was adopted by the San Bruno City Council at a regular meeting on
February 8, 2022 by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ATTEST:

Melissa Thurman, MMC
City Clerk