



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 8, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Melissa Thurman, City Clerk

SUBJECT: Adopt Resolution Approving and Finalizing the Draft City Council Policies and Procedures

BACKGROUND: In October 2018 the City Council held a special meeting to discuss the need for a City Council Policies and Procedures document. At that meeting the City Council had reviewed a series of examples of other cities policies and procedures documents and had instructed staff to begin drafting a document for San Bruno policies and procedures. The City Council created a subcommittee to help draft the initial document alongside the City Clerk, and Council Members Irene O'Connell and Laura Davis was selected to serve on that committee. Between October 2018 and December 2018 the subcommittee met with the City Clerk on two occasions and a draft document was created and submitted to the City Manager for review.

In late 2019 the City Council requested special meetings to discuss the draft policies and procedures document. Between 2020 and present day, the City Council has held nine special meetings to discuss the draft City Council policies and procedures and at each of the meetings several edits were made to the sections of the document.

DISCUSSION: At the final special meeting to discuss the draft policies and procedures document, the City Council had agreed on all edits and sections. The final list of sections contained within the document 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

Since the City Council's last study session on the Policies and Procedures document, staff has reviewed the document for internal consistency and compliance with applicable laws. In addition to grammatical and language structure edits, the following substantive additions were made. New text is underlined and italicized.

- **Section 8.B.4.** (Meetings/Type of Meetings)

Routine closed session meetings and topic items are scheduled by the City Manager and the City Attorney. In the event that a majority of the City Council desires to have a closed session on a specific topic, they may request that the topic be agendized by emailing the City Manager and the City Attorney, who shall schedule a closed session on the matter, if the topic is permissible for discussion in a closed session (as per State law).

- **Section 8.C.7.** (Meetings/Meeting Requirements)

Comments from Councilmembers – The purpose of this regular meeting agenda item is to allow the City Council an opportunity to make important city announcements, such as City-sponsored, or City-related public events and pertinent information. Councilmembers are encouraged to use this section of the agenda to periodically provide the full City Council with updates from Council subcommittee meetings. Each Councilmember shall strive to make comments that are respectful and beneficial to the community. Councilmembers shall refrain from making any campaign announcements or solicit votes for an election-related matter during this agenda item. Each Councilmember shall strive to be brief during this agenda item. Councilmembers shall notify the City Clerk (with a copy to the City Manager and City Attorney) of the subject of their comments one week prior to the meeting, so they the topic may be placed on the agenda in accordance with State law.

- **Section 9.3** (Action Minutes)

The time of arrival and departure of Councilmembers shall be noted in the minutes.

- **Section 10.1.ii.** (Public Participation)

In the interest of facilitating the Council's conduct of City business, speakers are provided up to 3 minutes to speak, which may be limited at the discretion of the presiding officer of the meeting based on time constraints and necessity of the City Council to conduct business items on the agenda. Members of the public may not defer their time to another member of the public, allotting the speaker more time to speak. If a speaker decides not to address the Council after submitting a speaker card, they may decline their time when their name is called by the City Clerk.

At present, the Policies and Procedures document does not address the formation, duration and reporting requirements for City Council standing and ad hoc subcommittees. Following City Council feedback and/or action on the proposed document, staff will research sample subcommittee policies in other jurisdictions, prepare draft language and agendize a discussion of City Council standing and ad hoc subcommittee policies for a future Study Session meeting.

FISCAL IMPACT: There is no fiscal impact.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt Resolution Approving City Council Policies and Procedures

ALTERNATIVES: Do not adopt the draft City Council policies and procedures and direct staff to schedule another special meeting to make further edits to the document.

ATTACHMENTS:

1. Resolution
2. Draft City Council Policies and Procedures