



## Item No. 6 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: SEPTEMBER 18, 2024**

**SUBJECT: ADOPTION OF REVISIONS TO THE CITY COUNCIL HANDBOOK, RULES OF PROCEDURE, AND CODE OF CONDUCT; ADOPTION OF RESOLUTION 24-XX – RULES GOVERNING COMMITTEES**

### **RECOMMENDATION**

It is recommended that the Council adopt the revised City Council Handbook, Rules of Procedure and Code of Conduct; and adopt Resolution 24-XX – Rules Governing Committees.

### **BACKGROUND**

On July 3, 2024, the City Council met to review the Council Handbook, Rules of Procedure, and Code of Conduct; as well as a review of the Resolution Governing Town Committees.

### **ANALYSIS**

At the July 3 meeting, the Council confirmed various policies and procedures and made revisions. Attached are the redline/strike versions of the Council Handbook, Rules of Procedure, and Code of Conduct. There were grammatical and format corrections. Substantive revisions are noted below for each item.

#### **Council Handbook (Attachment 1)**

The majority of the revisions to the Council Handbook were grammatical and format. There were substantive revisions in Section 2.2, Atherton History. These revisions were replicated throughout the document where appropriate. Substantive revisions were made to Section 3.4, Subcommittees; Section 5.10, Travel Expenses; Section 5.11 Authority of Councilmembers; Section 5.13, Assignment to Outside Agencies; and 6.13 Public Comments.

#### **Council Rules of Procedure (Attachment 2)**

The majority of the revisions to the Rules of Procedure were grammatical and format. There were substantive revisions in Section 4.2, Public Comments to match those in the Council Handbook.

### Council Code of Conduct (Attachment 3)

The majority of the revisions to the Code of Conduct were grammatical and format. The only substantive revision is within Section 8, Coordination with Town Staff.

### Resolution Governing Committees (Attachment 4)

The majority of the revisions to the Resolution were grammatical and format. There were substantive revisions in Section 3, Appointment of Members to reflect the option of Council to appoint members to less than 4-year terms. Revisions to this section also included clarifications around the appointment and role of liaisons to Committees. The Charter of the Environmental Programs Committee now includes a reference to their work to assist in implementation of the Climate Action Plan. Lastly, the Transportation, Bicycle and Pedestrian Safety Committee narrative was revised to be a membership of five (5) members, three (3) of which must be Atherton residents. The remaining two (2) may live or work in Atherton and be active users of pedestrian or bicycle transit systems.

### **FISCAL IMPACT**

None.

### **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

### **POLICY FOCUS**

The Policy Focus for the Council is the assurance that the Council adopted policies are consistent with Council policy objectives for the Town and that all members of the Council are familiar with the adopted policies.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders –to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service providers (water, power, and sewer), and regional elected officials.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item has not been before a Town Committee or Commission

**ATTACHMENTS**

1. City Council Handbook
2. City Council Rules of Procedure
3. City Council Code of Conduct
4. Resolution 24.XX, Rules Governing Committees