



# CITY COUNCIL ACTION FORM

<b>DEPARTMENT</b> Administration	<b>PRESENTED BY</b> Nina P. Williams - City Attorney	<b>DATE</b> February 5, 2024
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## **ITEM**

City Council Handbook Overview and Discussion

## **BACKGROUND**

Your Salida City Council Handbook was last amended in August 2021. With the addition of new councilmembers, we wanted to provide an overview of your current handbook (attached). It is also always a good idea to review the handbook every couple years, and make amendments and updates where appropriate for the group, as well for as the current times.

The City Attorney, with the assistance of the City Administrator, will go through each section of the current handbook with the group, and take input as to what amendments you would like to see.

This will help us compile notes to update the Handbook with draft edits. Official changes to your Salida City Council Handbook will be proposed at a subsequent meeting, for your review and approval via Resolution.

The City Attorney has some recommended updates to the Ethics portion, which will be discussed. Additionally, over the last couple years, a few of you have requested that updates be considered as it relates to the following topics: removal of an item from an agenda; total amount of meeting absences before a member is removed from the governing body; a maximum number of virtual appearances permitted; and clarification of roles, responsibilities, communication with staff and relationship with appointed officials.

Finally, for your reference, other city's handbooks and council rules of procedure are attached within this packet.

## **SUGGESTIONS**

Come prepared to tonight's work session with recommendations, comments, edits and questions to the Handbook. The City Attorney and City Administrator will be available to provide suggestions based on best practices, or answer questions, but at the end of the day, this is YOUR City Council Handbook!