

# City of Hesperia STAFF REPORT



**DATE:** January 20, 2026

**TO:** Mayor and Council Members

**FROM:** Rachel Molina, City Manager

**BY:** Melinda Sayre, Deputy City Manager/ City Clerk  
Jessica Giber, Assistant City Clerk

**SUBJECT:** Consideration of Annual Update of the City Council Procedures Manual

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## RECOMMENDED ACTION

It is recommended that the City Council review and approve updates to the City Council Procedures Manual for 2026.

## BACKGROUND

The City Council Procedures Manual, first adopted in 2010, includes basic information on the City's structure, statutory requirements, City Council Policies, and information regarding the City's Planning Commission, Advisory Committees, and public appointments. The Procedures Manual is reviewed annually and updated as needed.

In December, the Procedures Manual was distributed to the City Council via interoffice memo for review in preparation for the 2026 update.

## ISSUES/ANALYSIS

The attached draft 2026 Procedures Manual contains suggested language additions in red font. Suggested revisions consist largely of housekeeping items including;

- Addition to address Senate Bill 707(SB 707) amending the Brown Act's open meeting laws. (City Clerk addition; pages 8-10)
- Addition to address Senate Bill 827 Fiscal and Financial Training. (City Clerk addition pages; 20 & 36)
- Statistical water connection data. (Page 6)
- Cover page image change to make current version easily identifiable.

## CITY GOAL SUPPORTED BY THIS ITEM

**Organizational Health** - Foster a high performing organization that provides opportunities for professional growth.

## FISCAL IMPACT

There is no fiscal impact associated with this item at this time.

**ALTERNATIVE(S)**

1. Provide direction to staff.

**ATTACHMENTS**

1. Draft update of the 2026 City Council Procedures Manual