



## CC Regular Meeting

# AGENDA ITEM REPORT

**Meeting:** June 3, 2025  
**Title:** Review of City Council Policies/Protocols  
**Presented by:** City Council Ad-Hoc Committee  
**Recommendation:** That the City Council approve the recommendations made by the Ad-Hoc Committee to update various policy and procedure guidelines.

### EXECUTIVE SUMMARY/BACKGROUND:

At its April 15, 2025, regular meetings, the City Council approved the formation of an Ad-Hoc Committee (“Committee”) to review the Council’s procedural guidelines and policies. The Council also appointed Councilmember Allen and Councilmember King to serve on the Committee. Since its formation, the Committee has met and outlined recommendations for the Council to consider in updating related policies and procedures.

### DISCUSSION:

Procedural guidelines for the City Council were last reviewed on August 16, 2022, and included such topics as Fraud Detection, Investment Policies, Board, Committee, and Commission Protocols, Code of Conduct, Procedural Guidelines for the Conduct at Council Meetings, and related policies that are at the discretion of the City Council. The Committee reviewed these documents and proposed several revisions for Council’s consideration. These changes included the memorialization of current practices, updates to include compliance with Government Codes, updates to increase efficiency in meetings and procedures, as well as minor clerical and otherwise clarifying language changes. The below revisions include a summary of substantive changes for consideration, but is not all encompassing.

- Code of Conduct
  - Introducing a formalized procedure for the requesting of Proclamations and Certificates.
  - Clarification of attendance policy for full attendance.
  - Aligning remote participation policies with Brown Act regulations.
- Procedural Guidelines for the Conduct of Council Meetings
  - Newly added section concerning the of prohibition items meant to impede the conduct of business.
  - Clarification of Enforcement of Decorum policy.
  - “Manner of Addressing Council – Time Limit” has been revised to a time limit of three (3) minutes and included language for mayoral discretion of items with higher volume of requests to speak.
  - Removal of Section 13 – Silence Constitutes Affirmative Vote.
- Appointment to Boards, Commissions, and Committee Policy
  - Removal of the “under review” status regarding the Youth Accountability Board.
  - Revisions of attendance policy in Section 5(B)(3).
  - Allowing reports on Boards and Commissions to be at the request of the City Council.
- Fraud Detection Policy
  - Proposing that the Chief Deputy City Clerk be charged with managing the fraud detection process.
  - Include whistleblower protection in compliance with California Labor Code Section 1102.5.

It is additionally proposed to combine the Code of Conduct, Procedural Guidelines for the Conduct of Council Meetings, and the Appointment to Boards, Commissions, and Committee Policy into a single document known as the Elected Officials & Board and Commission Member Standards to allow for more cohesive and efficient updates in the future, Exhibit A to Attachment E.

**FISCAL IMPACT:**

None.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Not applicable.