

**CITY OF TEMECULA  
AGENDA REPORT**

**TO:** City Manager/City Council

**FROM:** Randi Johl, Director of Legislative Affairs/City Clerk

**DATE:** April 23, 2024

**SUBJECT:** Approve Revised City Council Protocol Manual Policy Regarding Requests for Information and Use of Staff Time

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**PREPARED BY:** Randi Johl, Director of Legislative Affairs/City Clerk

**RECOMMENDATION:** That the City Council approve the revised City Council Protocol Manual policy regarding requests for information and use of staff time.

**BACKGROUND:** On March 26, 2024, the City Council voted to place the consideration of the City Council Protocol Manual policy related to requests for information and the use of staff time on the agenda. At the April 9, 2024 meeting, the City Council provided direction to revise the policy to include the following: (1) non-routine requests from Council Members must be received by the City Manager in writing via email, (2) the time for non-routine requests is revised from 4 hours or ½ day to 8 hours or one full day, and (3) for future agenda items, no staff time shall be spent on the first step when a member initially presents an idea, up to 8 hours or one full day may be spent on step two when a majority of council has placed the item on the agenda, and an unlimited amount of time may be spent on step three or thereafter including related work in subcommittees.

It is now recommended that the City Council approve the revised policy for formal inclusion into the City Council Protocol Manual.

**FISCAL IMPACT:** None

**ATTACHMENTS:** Revised Policy for Requests for Information and Use of Staff Time