

**CITY OF TEMECULA  
AGENDA REPORT**

**TO:** City Council

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

**DATE:** May 23, 2023

**SUBJECT:** Consider and Approve City Council Protocol Manual Policies (At the Request of Subcommittee Members Alexander and Kalfus)

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

**RECOMMENDATION:** That the City Council adopt a resolution entitled:

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TEMECULA ADOPTING THE CITY COUNCIL PROTOCOL  
MANUAL AND ADOPTING FOUR CITY COUNCIL POLICIES  
GOVERNING THE OPERATIONS OF THE CITY COUNCIL

**BACKGROUND:** The City Council approved the creation of a City Council Protocol Manual on July 14, 2020 as a part of its multi-phased, multi-year Race, Equity, Diversity and Inclusion (REDI) Initiative. The general policy content of the City Council Protocol Manual was approved on July 13, 2021. On August 24, 2021, the City Council requested that the preparation of City Council Policies relating to the Code of Conduct, Rules of Order, Agenda Placement, Request of Staff, and Public Participation In Meetings be expedited for consideration. Those policies were adopted on September 28, 2021. On January 10, 2023, the City Council appointed an ad hoc City Council Protocol Manual subcommittee as a part of its annual council subcommittee selection to guide staff in the preparation of additional policies for adoption in a completed manual. On March 12, 2023 the City Council adopted a revised policy related to agenda placement. In consultation with the City Council Protocol Manual subcommittee consisting of Council Members Alexander and Kalfus, the next four polices are now ready for consideration by the full City Council. The policies are related to (1) general law city, (2) council manager form of government, (3) roles of mayor, mayor pro tempore and council and (4) selection of mayor and mayor pro tempore. It is recommended that the City Council consider these four policies and provide direction and/or adopt the policies as desired.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

1. Resolution
2. Exhibit A – General Law City
3. Exhibit B – Council-Manager Form of Government

4. Exhibit C – Roles of Mayor, Mayor Pro Tempore and Council
5. Exhibit D – Selection of Mayor and Mayor Pro Tempore