

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

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

DATE: January 9, 2024

SUBJECT: Approve Annual City Council Protocol Manual for the 2024 Calendar Year

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 RELATED TO POLICIES GOVERNING THE
OPERATIONS OF THE CITY COUNCIL

BACKGROUND: On July 14, 2020, the City Council approved the creation of a City Council Protocol Manual as a part of its multi-phased, multi-year Race, Equity, Diversity and Inclusion (REDI) Initiative. On July 13, 2021, the City Council approved the general policy content of the City Council Protocol Manual. The City Council adopted its first five policies on September 28, 2021. On January 10, 2023, the City Council approved a Public Recognitions Policy and appointed an ad hoc City Council Protocol Manual subcommittee to guide staff in the preparation of additional policies for adoption in a completed manual. On March 14, 2023 the City Council adopted a revised policy related to agenda placement. On May 23, 2023, the City Council adopted three policies related to General Law City, Council-Manager Form of Government, and Role of Mayor, Mayor Pro Tempore and City Council. The Selection of Mayor and Mayor Pro Tempore policy was not adopted. On October 24, 2023, the City Council adopted five policies related to Use of City Letterhead and Seal, Complimentary Ticket Use and Reporting, Use of Systems, Electronic Communications and Technology Resources, State Mandated Training and Conflict of Interest Laws. On November 14, 2023, the City Council adopted the final four policies related to Appointments to Internal/External Committees, Compensation and/or Stipends, Code of Ethics, and Elected Official Travel and Reimbursement. As of November 14, 2023 the City Council Protocol Manual consists of 18 policies. It is recommended that the City Council adopt the annual City Council Protocol Manual.

FISCAL IMPACT: None

ATTACHMENTS:

1. Resolution
2. City Council Protocol Manual