

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Council

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

DATE: October 24, 2023

SUBJECT: Approve Five City Council Protocol Manual Policies and Provide General Direction Regarding Code of Ethics (At the Request of Subcommittee Members Alexander and Kalfus)

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

RECOMMENDATION: That the City Council provide general direction regarding a code of ethics and adopt a resolution entitled:

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA ADOPTING FIVE CITY COUNCIL POLICIES GOVERNING THE OPERATIONS OF THE CITY COUNCIL FOR INCLUSION IN THE CITY COUNCIL PROTOCOL MANUAL

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. Those policies were adopted 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 12, 2023 the City Council adopted a revised policy related to agenda placement. On May 23, 2023, the City Council adopted four policies related to General Law City, Council-Manager Form of Government, Role of Mayor, Mayor Pro Tempore and Council and Selection of Mayor and Mayor Pro Tempore. In consultation with the City Council Protocol Manual subcommittee consisting of Council Members Alexander and Kalfus, the next five polices are now ready for consideration by the full City Council. The policies are related to (1) City Letterhead and Seal, (2) Complimentary Tickets, (3) Electronic Communications, (4) State Mandated Training and (5) Conflicts of Interest. In addition, the subcommittee began to review sample Code of Ethics from other cities. It is therefore recommended that the City Council approve the proposed five policies for inclusion into the City Council Protocol Manual and provide general direction regarding a code of ethics.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Resolution
2. Exhibit A – City Letterhead and Seal
3. Exhibit B – Complimentary Tickets
4. Exhibit C – Electronic Communications
5. Exhibit D – State Mandated Training
6. Exhibit E – Conflict of Interest
7. Sample Code of Ethics Policies