



# STAFF REPORT – CITY COUNCIL MEETING

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December 06, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Karen T. Diemer, City Manager

**PREPARER:** David Loya, Director of Community Development

**DATE:** November 29, 2023

**TITLE:** Consider Amendments to the City Council Protocol Manual.

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## **RECOMMENDATION:**

Staff recommends the City Council receive a presentation from the City Manager and City Attorney; discuss potential amendments to the protocol manual; receive public comment; and provide direction to staff regarding updates to the protocol manual.

## **INTRODUCTION:**

The City Council Protocol Manual, last updated in 2021, provides a framework and expectations for City governance. It describes the norms and practices for Councilmembers in interacting with each other, the public, and staff, as well as providing reference to important material to assist Councilmembers in their official duties. The manual is intended to be reviewed and updated biennially in July following a City Council election. This was delayed pending the City Attorney transition to allow the new legal team an opportunity to review and advise the Council on potential updates. This item provides a forum for discussing amendments to the City Council Protocol Manual.

## **BACKGROUND:**

The Protocol Manual (<https://www.cityofarcata.org/DocumentCenter/View/11728/City-Council-Protocol-Manual-2021>) was first adopted in 2002. It has been updated periodically since then, and the last update was in October of 2021.

## **DISCUSSION:**

The City Manager and City Attorney will provide a presentation with items for the Council to consider amending the Manual. Councilmembers may wish to make recommendations for additional changes at the meeting. The purpose of this agenda item is to allow time for reflection and discussion among the Council members, and to provide direction to staff for amendments. The revised Protocol Manual based on this direction will be brought before the Council for adoption at a future Council meeting.

## **ENVIRONMENTAL REVIEW:**

This item is not a project as defined by the California Environmental Quality Act.