



Report to City Council

TO: Mayor and City Council

FROM: Brian Mohan, City Manager

AGENDA DATE: March 18, 2025

TITLE: APPROVE REVISIONS TO POLICY 1.03 "STAFF ASSISTANCE PROVIDED TO CITY COUNCIL" TO PROVIDE RESOURCES TO COMPLETE THEIR STAFF REPORT(S), RESOLUTION(S), AND/OR ORDINANCE(S) FOR ALL COUNCIL MOTIONED ITEMS PURSUANT TO ORDINANCE 1008

TITLE SUMMARY: Approve revisions to Policy 1.03 "Staff Assistance Provided to City Council" to provide resources to complete their staff report(s), resolution(s), and/or ordinance(s) for all council motioned items pursuant to Ordinance 1008

Recommendation(s)

That the City Council:

1. Approve revisions to Policy 1.03 "Staff Assistance Provided to City Council" to provide resources to complete their staff report(s), resolution(s), and/or ordinance(s) for all motioned items pursuant to Ordinance 1008.

SUMMARY

This report discusses revisions to Policy 1.03 "Staff Assistance Provided to City Council" to provide resources to complete their staff report(s), resolution(s), and/or ordinance(s) for all motioned items pursuant to Ordinance 1008.

DISCUSSION

In order to achieve operational efficiencies for items that councilmembers motion and receive a second during a regularly scheduled meeting, revisions to Policy 1.03 "Staff

Assistance Provide to City Council” now identifies dedicated resources for the motioner and seconder to work with to ensure the staff report(s), resolution(s) and/or ordinance(s) are prepared and completed to their liking before they are brought back to council for consideration.

ALTERNATIVES

1. Approve and authorize the recommended actions as presented in this staff report. *Staff recommends this alternative..*
2. Do not approve and authorize the recommended actions as presented in this staff report. *Staff does not recommend this alternative.*

FISCAL IMPACT

There will be no additional impact to the General Fund as the resources identified in the policy revisions are already budgeted.

NOTIFICATION

Publication of the Agenda.

PREPARATION OF STAFF REPORT

Prepared By:
Brian Mohan
City Manager

Department Head Approval:
Brian Mohan
City Manager

CITY COUNCIL GOALS

CITY COUNCIL STRATEGIC PRIORITIES

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs

Report Approval Details

Document Title:	STAFFREPORT_CM_POLICY1.03REVISIONS.docx
Attachments:	- 1.03 Staff Assistance Provided to City Council.doc
Final Approval Date:	Mar 13, 2025

This report and all of its attachments were approved and signed as outlined below:

Patty Rodriguez

Natalia Lopez

Dena Heald

Patty Rodriguez