

## REPORT TO THE CITY COUNCIL

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**DATE:** December 3, 2013

**TITLE:** City Council and Commissions Meeting Guidelines and Procedures Regarding Start Time for Regular City Council Meetings and Placement of Closed Session Calendar on the Agenda

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### **RECOMMENDATION**

**Adopt a Resolution of the City Council amending the City Council and Commissions Meeting Guidelines and Procedures to change the start time of regular City Council meetings to 6:00 p.m. and placement of Closed Session Calendar at end of the agenda.**

### **DISCUSSION**

The "City of Desert Hot Springs City Council and Commissions Meeting Guidelines and Procedures" ("Guidelines and Procedures") which address a variety of issues regarding subjects such as, but not limited to: (1) Open and Public Meetings; (2) Location of Council Meetings; (3) Dates and Times of all Council Meetings; (4) Agenda Preparation; (5) Role of the Presiding Officers; (6) Appointments; (7) Closed Sessions; (8) Media Relations; (9) Communications; (10) City Council Salaries and Travel; (11) Conflicts of Interest; and (12) Decorum and Order.

In March 2012, the City Council appointed a Policy & Procedures Subcommittee to meet with the former City Manager to review and revise the Guidelines and Procedures, which were presented to the City Council in early 2013 for its consideration. In early 2013, portions of the Guidelines and Procedures were approved by the City Council in early 2013.

Recently, it has been requested by the Mayor-Elect and a Council Member that the time of regular City Council meetings commence at 6:00 p.m. with the closed session calendar placed at the end of agenda following the open session part of the meeting.

### **FISCAL IMPACT**

None.

### **EXHIBIT(S)**

1. Resolution Amending the City Council and Commissions Meeting Guidelines and Procedures