



AGENDA REPORT

Department: City Clerk's Office
Prepared by: Shelley Chapel, MMC, City Clerk
Meeting Date: Tuesday, February 18, 2025
Approved by: Benjamin A. Martinez, City Manager

SUBJECT:

Amending City Council Policy No. 104 Rules of Procedure and Order for City Council Meetings

RECOMMENDATION:

Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, Amending City Council Policy No. 104 Rules of Procedure and Order for City Council Meetings."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

Not Applicable.

EXPLANATION:

As per Council Policy No. 101, the City Council Policy Manual should be reviewed on an annual basis and updated as necessary. Staff has reviewed and is presenting for consideration amendments to Council Policy No. 104, Rules of Procedure and Order for City Council Meetings, specifically in sections VI, Public Meeting Communications, VIII, Agenda Process, and XIV Procedural Matters.

Changes to Section VI Public Meeting Communications

While amending this the Public Meeting Communications Section of the document, staff took the time to remove duplicative paragraphs, and language so that the section is easier to read and comprehend.

1. **Paragraph C. Communications with Persons Addressing the City Council.** *Remove the second paragraph regarding the use of Zoom as a means of receiving public comment.* The option to use Zoom was provided to the public during the COVID-19 Pandemic as a method for the public to participate remotely in the City Council Meetings, which at that time were held exclusively remote and available on Zoom. Following the pandemic, the City chose to continue the practice to allow public comment via Zoom as an option to participate in the meetings.

The City Council has been holding "in-person" public meetings in the Council Chamber for over 4 years now and in-person participation has returned to pre-pandemic levels. All Cities within San Diego County have removed the option to call in or Zoom into a public meeting to make public comment. As a best practice and to provide greater efficiencies in the City Council meetings, staff is recommending that the option to receive public comment via Zoom be removed from the policy and practice during all City meetings including Boards, Commissions and Committees.

Zoom would still be available for consultants who are unable to attend in person, and for Councilmembers and City staff to use as an option to attend the meetings remotely as allowed per the Brown Act.

2. **Section VI.C.1 Translation Services.** *Amend this paragraph to align the Policy with current practice.* Live interpretation services in Spanish, including live video, are available in the Large Conference Room adjacent to the Council Chambers instead of through the use of headsets.
3. **Section VI.C.3 Written Public Comment.** *Amend this section to reflect current practice.* Public comment is accepted one (1) hour (instead of four (4) hours) prior to the City Council Meeting.

Changes to Section VIII Agenda Process

1. **Section A.3 Agenda Preparation.** The changes to this section clarify that the City Clerk is responsible for the preparation of the Agenda Packet.
2. **Section A.4 Agenda Distribution and Posting.** The changes to this section clarify that the City Clerk is responsible for posting each agenda packet and adds the Library as a designated location for posting the agendas of upcoming meetings.

Changes to Section XIV Procedural Matters

1. **Section C. Copy of Recordings.** *Eliminate this paragraph.* This service has been replaced with on-line viewing and audio-video archives of all City Council meetings. Staff does not have equipment to burn CDs or DVDs any longer as computers are all updated and do not include this option. If a copy of the recording on the City website was required, the IT department could accommodate a public records request if needed, and a fee would be charged for the format provided.

City Council Policy No. 104 is attached and redlined to highlight staff's recommendations.

FINANCIAL STATEMENT:

Not Applicable

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Communication and Outreach

ENVIRONMENTAL REVIEW:

This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:

The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:

Not Applicable

EXHIBITS:

Exhibit A – Policy No. 104 Rules of Procedure and Order for City Council Meetings – Redlined
Exhibit B – Resolution