



STAFF REPORT
4/22/2026

TO: Honorable Mayor and City Council Members

FROM: Ryan Guiboa, City Attorney
Gabriel A. Gonzalez, Interim City Manager

SUBJECT: Discussion and Direction Updating the City of Coachella City Council Policies, Rules and Procedures

STAFF RECOMMENDATION:

City Council discussion and direction of proposed changes to the City of Coachella Council Policies, Rules and Procedures.

BACKGROUND:

In February 28, 2018, the City Council of the City of Coachella amended the City of Coachella Council Policies, Rules and Procedures including revising the order of business by adopting Resolution No. 2018-19.

In May 2019, the City Council adopted Resolution No. 2019-34, which amended the order of business at Council meetings and placed public comment for non-agenda matters to be heard after the public hearing calendar at Agenda Item No. 15. In the event a City Council meeting extended beyond 8:00 p.m., the time for public comment on non-agenda items would be moved up and become the next agenda item.

At the Council meeting on April 23, 2025, Council directed staff to amend the order of business and timing of the public comment period for non-agenda items to occur before the consent calendar for a period of time of up to 30 minutes. If any additional time is required for public comment on non-agenda items, this will occur immediately after the public hearing calendar as is currently the case.

On May 14, 2025 the City Council adopted Resolution No. 2025-24 approving the revisions mentioned above. Currently, the order of business is set as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comments (Closed Session Items)

5. Adjourn to Closed Session
6. Reconvene Regular Meeting
7. Pledge of Allegiance
8. Closed Session Announcements
9. Approval of Minutes
10. Proclamations/Presentations/Direction
11. Written Communications
12. Public Comments (Non-Agenda Items) (Limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard after Item No.
15. Public Hearing Calendar)
13. Consent Calendar
14. New Business Calendar (Legislature and Administrative)
15. Public Hearing Calendar (Quasi-Judicial)
16. Reports and Requests
17. Adjournment

At the March 28, 2026 City Council meeting the City Manager informed the City Council about proposed revisions to the meeting agendas to enhance the workflow efficiency. For example:

- Adding a section at the end of agenda for the Council to have an opportunity have a discussion regarding future agenda items
- Moving the public comment section up to before presentations,
- Removing the Direction from the Proclamation/Presentation/Direction section
- Adding a section for Department Director Reports; and,
- Adding a section for conflicts of interest.

Staff will bring a resolution to the Council with these revisions at the next Council meeting.

ALTERNATIVES:

1. Provide staff with direction and bring back resolution for approval at the next council meeting.
2. Continue item for further discussion.

FISCAL IMPACT:

None.

ATTACHMENTS:

None