



STAFF REPORT
5/13/2026

TO: Honorable Mayor and City Council Members

FROM: Gabriel A. Gonzalez, Interim City Manager

PREPARED BY: Delia Granados, Deputy City Clerk

SUBJECT: Adopt Resolution No. 2026-26 Amending the “City of Coachella City Council Policies, Rules and Procedures” Pertaining to the Order of Business

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No 2026-26, which changes the order of business for the City Council meetings Amending 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 current order of business 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**

On 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 and improving city transparency. For example:

- Removing the “Approval of Minutes” section and placing the “Minutes” in the Consent Calendar section.
- Adding a “City Council Conflict of Interest Disclosure” section.
- Moving the “Public Comment” section up to before presentations,
- Removing “Direction” from the Proclamation/Presentation/Direction section
- Adding a section at the end of agenda for “Council Discussion on Future Agenda Items”
- Adding a section for “Department Director Reports”

The updated order of business is set forth 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. City Council Conflict of Interest Disclosure
10. 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)
11. Proclamations/Presentations
12. Written Communications
13. Consent Calendar

- Minutes
14. New Business Calendar (Legislature and Administrative)
 15. Public Hearing Calendar (Quasi-Judicial)
 16. Reports and Requests
 - Council Discussion on Future Agenda Items
 - Department Director Reports
 17. Adjournment

ALTERNATIVES:

1. Decline to act on this item.
2. Continue this item and provide staff with further direction.

FISCAL IMPACT:

None.

ATTACHMENTS:

1. Resolution No. 2026-26 Amending the “City of Coachella City Council Policies, Rules and Procedures” Pertaining to the Order of Business.