



STAFF REPORT
4/23/2025

TO: Honorable Mayor and City Council Members

FROM: Ryan Guiboa, City Attorney

SUBJECT: Adopt Resolution No. 2025-24 Amending the “City of Coachella City Council Policies, Rules, and Procedures” Pertaining to the Order of Business and Public Comments on Non-Agenda Items

RECOMMENDED ACTION:

Staff recommends that the City Council adopt Resolution No. 2025-24, which changes the order of business for City Council meetings by having public comments on non-agenda items occur prior to the consent calendar.

BACKGROUND:

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.

This update to the order of business will promote greater accessibility and public participation and allow members of the public wishing to speak on matters not listed on the agenda to avoid extended wait times before being given the opportunity to address the City Council.

The current 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. Approval of Minutes
10. Proclamations
11. Written Communications
12. Consent Calendar
13. New Business Calendar (Legislature and Administrative)
14. Public Hearing Calendar (Quasi-Judicial)
15. Public Comments (Non-Agenda Items)
16. Reports and Requests
17. Adjournment

DISCUSSION/ANALYSIS:

Pursuant to City Council direction, the proposed Resolution No. 2025-24 would schedule Public Comments on Non-Agenda Items to occur prior to the Consent Calendar, at Agenda Item No. 12, for a period of 30 minutes. If any additional time is required for public comment on non- agenda items, this will occur immediately after the public hearing calendar.

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. 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

ALTERNATIVES:

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

FISCAL IMPACTS

None.

ATTACHMENTS

1. Resolution No. 2025-24 Amending the “City of Coachella City Council Policies, Rules, and Procedures” Pertaining to the Order of Business.