

Council Agenda Statement

Meeting Date: October 20, 2026

To: City Council

Through: Jackie C. Wilde, City Manager

From: Shelby Carlson, Acting City Clerk

Agenda Item: **Resolution 2026-042** Adopting the Whittier City Council Operations Manual



BACKGROUND, JUSTIFICATION, & INTENT:

The City Council has expressed interest in adopting a formal Council Policy and Procedure Manual for several years. A draft Council operations manual was first introduced by legal counsel in 2018 in response to a councilmember request. Subsequent discussions regarding the development of a Council manual occurred in 2021, resulting in the creation of an ad hoc committee through Resolution 2021-012. Although the committee was established, no draft manual was ultimately presented to the Council for adoption.

On April 4, 2023, the Council again directed the formation of a Council Policy and Procedure Manual Committee. On May 9, 2023, the Council adopted Resolution 2023-016, re-establishing the Ad Hoc Committee and tasking it with working collaboratively with Administration and legal counsel to develop a draft manual for Council consideration.

Between June 2023 and July 2024, the Committee met on multiple occasions to review and refine draft language, establish priorities, and provide direction regarding the content and organization of the manual. Following completion of the Committee's review, the draft manual was presented to the City Council during a work session on November 19, 2024. Council feedback received during that work session was incorporated into the document, resulting in only minor revisions.

The revised draft was subsequently reviewed with the Council during a second work session on December 16, 2025. During that work session, the manual was reviewed section-by-section and Council Members were provided the opportunity to discuss, modify, or request additional changes to any provision. Following that review, only minor revisions were requested and incorporated into the draft.

The proposed Whittier City Council Operations Manual was presented for adoption on September 22, 2026. At that meeting, the Council elected to postpone action to allow additional review of the document. The manual is now being presented for Council consideration and adoption.

The purpose of the proposed Whittier City Council Operations Manual is to establish a single, comprehensive reference document describing Council procedures, expectations, and operating practices. The manual is intended to promote consistency, transparency, institutional knowledge, and efficiency in the conduct of municipal business while providing guidance to elected officials, staff, and members of the public regarding Council processes.

The proposed manual is the result of several years of Council discussion, committee review, legal review, and public meetings. Adoption of the manual will provide a clear framework for Council operations while preserving the Council's ability to amend policies and procedures as needed through future Council action.

CONSISTENCY CHECKLIST:

	Yes	No	N/A
1. Comprehensive Plan: <i>N/A</i>	☐	☐	☒
2. Whittier Code: <i>Whittier Municipal Code 2.08.070 entitled "Rules of procedure-Adoption"</i>	☒	☐	☐
3. Other: <i>Legislative history, as noted above.</i>	☒	☐	☐

FISCAL NOTE: Not Applicable.

ATTORNEY REVIEW: ☒ Yes ☐ No ☐ Not Applicable

RECOMMENDATION: The Administration recommends adoption of Resolution 2026-042.