



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: OCTOBER 2, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: KINDON MEIK, CITY MANAGER  
MARICELA HERNANDEZ, CITY CLERK**

**SUBJECT: REVIEW, DISCUSS AND PROVIDE DIRECTION ON RECOMMENDED AMENDMENTS TO THE CITY COUNCIL PROTOCOLS. DISCUSS AND PROVIDE DIRECTION ON THE WEEKLY MAYOR'S LETTER.**

**MEETING**

**DATE: OCTOBER 11, 2023**

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**SUMMARY RECOMMENDATION:**

That the City Council review, discuss and provide direction on recommended amendments to City Council Protocols (Protocols); and discuss the recommendation by the Council's Procedures and Protocols Committee to suspend the weekly Mayor's Letter.

**BACKGROUND:**

At the request of the Council, the initiative to update the City Council began in April 2022. The Procedures and Protocols Committee, consisting of Councilmember Kraut and Councilmember Bozajian, and assisted by the City Manager and City Clerk met on multiple occasions to review and recommend amendments to the Protocols.

In their discussions, the Committee focused on three main goals or objectives by drafting protocols that would:

1. Underscore the Mayor's responsibility to accurately represent the majority opinion of the Council in oral and written communication.
2. Maximize the time during Council meetings to conduct City business.
3. Establish procedures to ensure that City Council agenda items reflect the interests of the majority.
4. Outline campaign guidelines during the election period.

At the September 13, 2023, Council meeting, the request was made to grant additional time to those Councilmembers who are not on the Protocols Committee to review the proposed changes. Subsequently, staff met with Mayor Shapiro, Mayor pro Tem Weintraub and Councilmember Albrecht to review the amended protocols document in its entirety. As a result of those conversations, the three Councilmembers have asked for further clarification and discussion on several items and have likewise made suggested edits to other sections of the document.

The attached table identifies those Protocols that require further discussion and clarification. Additionally, the table references one or more of the four goals that the revised Protocols are meant to address.

Finally, the Protocols Committee considered at length the weekly Mayor's Letter to the community. Based on those conversations, the Protocols Committee is recommending that the letter be suspended. The Committee is interested in the opinion of the Council on this matter.

**REQUESTED ACTION:**

1. That the City Council review, discuss and provide direction on the recommended amendments to Council Protocols.
2. Discuss and provide direction on the weekly Mayor's Letter to the community.

**ATTACHMENTS:**

- A. Table identifying Committee goals and protocols to be discussed
- B. Current Council Protocols
- C. Proposed City Council Protocols (redlined version)
- D. Proposed City Council Protocols (clean version)