



CITY OF CARMEL-BY-THE-SEA

Item # 5

Review & Discuss City Policy C89-02 –
Proposed Changes to Meeting Procedures and Public
Appearances

City Council Special Meeting

March 3, 2025



Background

- Mayor Byrne has requested a discussion on City Policy C89-02.
- This policy governs City Council meetings, agenda procedures, and public appearances. It was adopted in 1988, and revised in 2009, 2012, and 2020.
- The purpose of this item to review current the current policy language, consider proposed changes, and provide direction for next steps.



Current Policy – Meeting Procedures

Section III.C: Procedures for Reviewing Agenda Items (Except Public Hearings)

1. The Mayor reads the agenda item.
2. Staff presents a brief report.
3. City Council asks staff questions.



Possible Changes to Meeting Procedures

Section III.C: Procedures for Reviewing Agenda Items (Except Public Hearings)

1. Mayor will read the agenda item under discussion.
2. Mayor will ask if any Councilmember wishes for a staff presentation
3. Mayor will ask staff to present a brief presentation if requested.
4. Mayor will ask City Council if there are any questions for staff
5. Mayor will ask for Public Comment in chambers and then remote
6. Mayor will ask Council for discussion.
7. Mayor will ask Council to take action for an action items including motions, resolutions, ordinances and requests for direction to staff.



Rationale for Proposed Changes

Adding step 2:

- The Agenda packet, including Staff Reports, is posted at least 72 hours before the meeting.
- This allows Council and the public time to review information in advance.
- A staff presentation may not always be necessary unless a Councilmember requests it.
- Requests can be for a full presentation or a discussion of specific points.

Adding Steps 5-7:

- These are steps that are mentioned in the policy already. Adding them here in the lists of steps provides an overview of the meeting procedures for review of each agenda item.



Current Policy – Public Appearances

Section II.B: Public Appearances:

The public has opportunities to speak to the City Council. The Public Appearances section allows persons to speak a maximum of three minutes, or as otherwise established by the City Council, on items of City business, other than those scheduled agenda items. Matters not appearing on the City Council's agenda will not receive action at that meeting but may be referred to staff for a future meeting or resolution outside of a City Council meeting. The City Council reserves the right to limit the duration of the Public Appearances section of the agenda to thirty minutes total.

Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of the City Council meeting during consideration of that item. Public comments or testimony on agenda items other than Public Appearances shall be limited to a maximum of three minutes per speaker.



Proposed Changes to Public Appearances

Possible changes to Section II B “Public Appearances” could be adding a 3rd paragraph to include the following:

“Under the Brown Act, public comments for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.”

- This language could be added as a 3rd paragraph under “Public Appearances” to confirm the scope of public comment permissible under the Brown Act.
- There is no specific language on handling remote speaker violations under the Brown Act in the current Policy.



Other Possible Changes

Estimated times added to the agenda:

Since February, the agendas have been posted with estimated time lengths included for each item, to help give an idea of how long the meeting will last.

Council may direct staff to include a section to the policy regarding “Estimated Times” being added to City Council agendas.



Other Possible Changes

Additional Changes to Public Appearances Policy to consider:

- Set a Time Limit: Consider limiting public comments on non-agenda items to 30 minutes.
 - Up to 10 speakers at 3 minutes each.
 - If more than 10 speakers, adjust to 1-2 minutes per speaker.
- Alternative Approach:
 - 30 minutes at the start of the meeting.
 - Additional 30 minutes at the end if needed.
- Other cities, such as City of Monterey, set time limits for total length of public comment total times to 30 minutes for non-agenda items, and 15 minutes per agenda item.



Next Steps

If the Council finds that one or more of the changes described to Policy C89-02 are appropriate, then staff can return to the Council at a future meeting with a revised Policy C89-02 incorporating those changes.

Questions?