



**MEMORANDUM**

City Manager’s Office

**DATE:** March 5, 2025  
**TO:** Council Policy and Procedures Committee  
**FROM:** Kimberly S. Thomas, Deputy City Manager  
**SUBJECT:** Council Policy and Procedures Agenda Topics Update

**PURPOSE**

The purpose of this memorandum is to provide the Council Policy and Procedures Committee (CPPC) with a routine update on topics pending before the Committee. The CPPC meets on an as-needed basis and averages two meetings per year.

The table below provides a summary of the topics and status for Fiscal Year 2024-25.

CPPC Meeting Updates/Amendments/New Policy
<b>MEETING ONE—COMPLETED (NOVEMBER 21, 2024)</b>
<ol style="list-style-type: none"> <li>1. Update to Council Policy K-2 to further define boards, commissions, and committees and clarify requirements in the City Charter.</li> <li>2. CPPC Agenda topics update (routine item).</li> </ol>
<b>MEETING TWO—IN PROGRESS (MARCH 5, 2025)</b>
<ol style="list-style-type: none"> <li>1. Consideration of a new policy for the Gatekeeper Authorization Process.</li> <li>2. Virtual public participation in the meetings of legislative bodies (discussion only).</li> <li>3. CPPC Agenda topics update (routine item).</li> </ol>