



Staff Report

March 15, 2021 Council Workshop Meeting

Draft Council Rules of Procedure

Presenter: Jennifer Gorsuch, Administrative Services Director

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BACKGROUND: This topic was first discussed at the March 1, 2021, Workshop and Regular meetings and an ad hoc committee was formed to draft Council rules to achieve efficiency related to meetings and agenda building.

SUMMARY: Council stated a desire to create rules/processes related to agenda building for the Council meetings and meeting scheduling procedures. The Clerk's Office provided a draft of Council Rules of Procedure to the committee and it was reviewed at a subsequent meeting. The draft will be shared with the full Council to receive feedback and to decide next steps.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? A discussion resulting in creation of a final document to be approved by Resolution at a future Council meeting.

What's the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement? Council may wish to solicit and incorporate feedback from citizens on specific rules related to meeting efficiencies/processes.

Who will benefit from, or be burdened by this agenda item? Council, Staff and the Citizens will benefit from having clear outlined procedures and processes for meetings and other issues affecting all City groups.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution?
This item will result in a resolution which would incorporate Resolution 20-005 related to rules for conduct of Council meetings and workshops.

BUDGET IMPACT: None

RECOMMENDATION: This item and corresponding resolution will be placed on the April 5, 2021 Regular Agenda for Council's consideration.