



## AGENDA ITEM SUMMARY

City Council

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### STAFF

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Rupa Venkatesh, Assistant City Manager  
Heather Walls, Interim City Clerk  
Carrie Daggett, Legal

### SUBJECT

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**Items Relating to the Conduct of City Council Meetings.**

### EXECUTIVE SUMMARY

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A. Resolution 2024-026 Adopting Amended Rules of Procedure Governing the Conduct of City Council Meetings and Council Work Sessions.

B. First Reading of Ordinance No. 039, 2024, Amending the City Code to Provide Additional Procedural Options for the Conduct of City Council Meetings.

The purpose of this item is to update Council meeting rules to reflect and clarify desired procedures including:

- Expressly allot time for public comment, with options for Council to consider, such as allotting one hour unless the Mayor or Council acts to extend that or continue public comment later in the meeting;
- Expressly allowing the Mayor, or Council by majority vote, to relocate a Council meeting that will be or is being prevented from proceeding due to circumstances in Council Chambers, including shifting the Council to a location where all public participation is remote only, with a forty-five minute delay before resuming;
- Upon the adoption of the Ordinance, allowing Councilmembers to attend and vote remotely if a meeting has been relocated to a remote mode; and
- Expressly allowing Council to set Rules of Procedure that limit public comment to only items scheduled on the agenda, if it desires to do so at some point in the future.

### STAFF RECOMMENDATION

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Staff recommends adoption of the Resolution and Ordinance on First Reading.

### BACKGROUND / DISCUSSION

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Council has previously adopted Council meeting Rules of Procedure that were last updated in July 2022. In addition, the City Code provides fundamental requirements and limits on the conduct of Council meetings that were last updated in October 2021, as Council was increasingly shifting back to in-person meetings while adding remote public participation. The shift to remote participation by Council and the public was initiated in March 2020, in light of the COVID-19 pandemic and local emergency.

Experience with these provisions and procedures in recent months has highlighted the need for additional flexibility to manage disruption of meetings and utilize remote technology to allow Council to carry out its business.

To allow Council to respond to circumstances in which an unmanageable number of disruptive attendees, or other circumstances such as environmental or other conditions, prevent Council from proceeding with its meeting in its regular location, the proposed Rules of Procedure and City Code provisions allow for Council to:

- Allot time for public comment, with options for Council to consider, such as allotting one hour unless the Mayor or Council acts to extend that or continue public comment later in the meeting;
- Relocate a Council meeting that will be or is being prevented from proceeding due to circumstances in Council Chambers, including shifting Council to a location where all public participation is remote only, with a forty-five minute delay before resuming;
- Upon the adoption of the Ordinance, attend and vote remotely if a meeting has been relocated to a remote mode; and
- Set Rules of Procedure that limit public comment to only items scheduled on the agenda if it desires to do so at some point in the future.

Other minor revisions are as shown in the Council meeting rules and Ordinance.

Staff is also working on developing protocols and plans for managing the relocation of a Council meeting and disruptive persons or crowds who appear at Council meetings.

#### **CITY FINANCIAL IMPACTS**

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No significant costs have been identified.

#### **BOARD / COMMISSION / COMMITTEE RECOMMENDATION**

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No board/commission/committee recommendations have been requested or made.

#### **PUBLIC OUTREACH**

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No public outreach has been completed.

#### **ATTACHMENTS**

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1. Resolution for Consideration
2. Exhibit A to Resolution
3. Ordinance for Consideration
4. Meeting Rules- redlined
5. Presentation