

WORK SESSION AGENDA ITEM SUMMARY

City Council



STAFF

Rupa Venkatesh, Assistant City Manager
Ginny Sawyer, Lead Policy and Project Manager
Carrie Daggett, City Attorney

SUBJECT FOR DISCUSSION

Council Meeting Rules of Procedure Update.

EXECUTIVE SUMMARY

The purpose of this item is to consider updates to the Council Meeting Rules of Procedure that ensure the public has the opportunity to speak on all agenda items, provide general public comment, and allow the Council to effectively execute the business of the City.

GENERAL DIRECTION SOUGHT AND SPECIFIC QUESTIONS TO BE ANSWERED

1. What questions and feedback do Councilmembers have regarding the proposed changes?
2. Are there any other changes Councilmembers wish to consider changing in the Meeting Rules of Procedure?

BACKGROUND / DISCUSSION

Over the past several years, Council has adopted changes to the meeting Rules and Procedures to adapt to both the needs of the community and circumstances.

- In March 2020, in light of the COVID-19 pandemic and local emergency declaration, the Rules were adopted to shift Council and the public's participation to being remote.
- In October 2021, when Council resumed in-person meetings, remote public participation was recognized as an on-going option, General Public Comment was opened to allow comment on consent and discussion items, the ability to remove consent items was available only to Councilmembers, and Councilmembers were allowed to attend remotely, but not vote.
- In July 2022, updates included requiring the speakers to sign up in advance and the extension of the meeting from 10:30 p.m. to midnight to allow for more business to be conducted.
- On April 2, 2024, Council adopted Ordinance No. 039, 2024, Amending the City Code to Provide Additional Procedural Options for the Conduct of City Council Meetings. This allowed Councilmembers to attend and vote remotely if a meeting is relocated to a remote mode due to circumstance preventing a meeting from proceeding in person. The meeting rules were not updated at that time.

It is important that Council has the ability to effectively execute the business of the City and to ensure the public has opportunity to comment on those agendas items. It is also valuable to allow time and opportunity for the public to speak on general topics that are not on the agenda. To ensure all of these items can be accomplished most efficiently, staff is proposing the following changes to the current Meeting Rules of Procedure:

- Allow 60 to 90 minutes of Public Comment (Agenda Item G) for anyone to speak on any topic, including anything on the Consent calendar or Discussion items; **OR**
- Determine a set number of speakers, for example 30 people, each speaking for up to 3 minutes at the discretion of the Mayor.
- Add an addition at the end of agenda (Agenda Item P) to resume General Public Comment, if needed.
- Change the cut-off time for public participation sign-ups to 5:30 p.m. to ensure that staff has the ability to prepare the final sign-up sheets for the Mayor.
- Add definitions for Community, Staff, and Councilmember Reports to clarify the purposes of each.

NEXT STEPS

Council direction to bring forward a resolution with any updates desired.

ATTACHMENTS

1. Presentation