

# AGENDA ITEM SUMMARY

City Council



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## STAFF

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

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## SUBJECT

**Resolution 2024-090 Adopting Amended Rules of Procedure Governing the Conduct of City Council Meetings and Council Work Sessions.**

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## 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. The update to the Meeting Rules also includes alignment to Ordinance No. 39, 2024 and clarification as to the purposes of staff, community and Council reports.

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## STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

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## 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, the option to continue allowing remote public participation was added. In July 2022, updates included the extension of the meeting from 10:30pm 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 allows 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.

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 these items can be accomplished, staff is proposing the following changes to the current Meeting Rules of Procedure:

- Update to reflect changes that were made in Ordinance No. 39, 2024.

- Allocate no fewer than 40 people and additional speakers as may be allowed within a total time of 90 minutes of public comment at the beginning of the meeting.
- 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 5:30pm 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.

Since online sign-ups to comment have been required, the majority of meetings have seen between 1-40 residents sign-up and approximately 2-5 on average have signed up after 5:30. Having additional time prior to the start of the meeting will help staff coordinate comments and ensure that those speaking to agenda items are identified.

The proposed update to the meeting rules leaves speaking time at the Mayor's discretion allowing the possibility to hear more than 40 people within 90 minutes if speaking time is short and allowing more time if sign-up numbers are lower. People that sign-up are notified via email what number they are in the queue which helps provide predictability.

### **CITY FINANCIAL IMPACTS**

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None.

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

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None.

### **PUBLIC OUTREACH**

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None.

### **ATTACHMENTS**

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1. Resolution for Consideration
2. Redlined Changes to Council Meeting Rules of Procedure
3. Clean Version of Council Meeting Rules of Procedure
4. Presentation