

STAFF REPORT REGULAR MEETING

AGENDA DATE: July 18, 2023

DEPARTMENT: City Commission/City
Attorney/City Manager/City Clerk

TITLE:

Resolution No. 13-2023 – Amending the City Commission Rules of Procedure

SUMMARY:

The City Commission will update various items in the rules and procedures for commission meetings.

BACKGROUND AND JUSTIFICATION:

The City Commission's Rules of Procedure were initially adopted in 2004 by resolution and have been amended multiple times by subsequent resolutions with the most recent amendment in October 2022. At the City Commission meeting on April 18, 2023, the Commissioners voted to change Rule 6 (3) from the City Clerk reading only the first 10 public comments submitted online for each item to the City Clerk reading up to 30 minutes of public comment for each item.

There are other suggested updates from the City Manager, City Attorney and City Clerk including:

- clarification of the 30 minute discussion of items rule [Rule 1 (4)] (page 2)
- add that pre-agenda work sessions may be conducted via Zoom to Rule 3 (page 3)
- move the City Attorney's Report to follow the City Manager's Report [Rule 5 Order of Business] (page 4)
- reorder Order of Business numbers (3) and (6) in Rule 5 to Rule 12, Agenda Procedures as (1) and (2), reordering the current numbers in that rule to (3), (4) and (5) (pages 4 and 7)
- delete need for a tally when more than 10 comments are submitted online from Rule 6 (3) (page 5)
- remove the sentence that "the City Clerk will provide commissioners with access to recordings and transcribed excerpts of minutes" as all are available on YouTube from Rule 9 [Commission Minutes] (page 6)
- change the deadline for distributing a final agenda to no later than Friday, two weeks prior to a regularly scheduled meeting [Rule 12 (2) Agenda Procedures] (page 7)
- change the deadline for submitting emergency items to 4 PM the Friday before a meeting [Rule 12 (3)] (page 7)

MOTION:

Move to approve/disapprove Resolution No. 13-2023 – Amending the City Commission Rules of Procedure

ATTACHMENT(S):

Resolution 13-2023 (redlined and clean versions)
Resolution 81-2022