



# REVIEW AND DISCUSSION OF PROPOSED CHANGES TO CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS

City Manager's Office

City Council  
February 15, 2022

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## BACKGROUND

The City Council processes are outlined in Resolution No. 23618. The intent of the Resolution is to establish defined Rules of Procedure and Order of Business for the City Council to conduct its business in an orderly and fair manner. According to Section XVI, A – Administration, "The City Council will review and revise the City Council norms and procedures as needed or every two (2) years."



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## DISCUSSION

On January 5, 2022, the Inclusiveness, Community Engagement, and Governmental Process Committee (ICGC) received and discussed a schedule to review nine Rules of Procedure and Order of Business items. Through discussion, the committee identified three additional items for review and requested the discussion item be presented to Council for input.



## REVIEW SCHEDULE

	<b>Rules or Procedure and Order of Business Item</b>
<b>Session 1</b>	<ul style="list-style-type: none"> <li>• Persons Who May Place Matters on the Agenda (Section IX, C 1)</li> <li>• Preparation of the Packet (Section IX, C 4)</li> <li>• Distribution of the Packet (Section IX, C 6)</li> </ul>



## REVIEW SCHEDULE

	<b>Rules or Procedure and Order of Business Item</b>
<b>Session 2</b>	<ul style="list-style-type: none"><li>• Agenda Sequence and Order of Business (Section IX, F)</li><li>• Referral of Matters to City Council Standing Committees (Section XIII, B)</li><li>• Boards, Commissions, and Committees (Section XIV, C)</li></ul>



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## REVIEW SCHEDULE

	<b>Rules or Procedure and Order of Business Item</b>
<b>Session 3</b>	<ul style="list-style-type: none"><li>• Procedure for bringing matters before city council related to ceremonial and legislative proclamation (Section IX, C)</li><li>• Agenda Sequence and Order of Business Section IX, F (g)<ul style="list-style-type: none"><li>◦ Establish presentation time limit for ceremonial proclamations</li></ul></li><li>• Identify Emergency Order Processes</li></ul>



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## ITEMS ADDED BY COMMITTEE

1. Section IV, A – Duties of Mayor; Mayor Pro Tempore
2. Violation of Rules and Procedures
3. Councilmember Update Time limit/Use of electronics on the dais



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## REVIEW PROCESS



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## ICGC REVIEW PROCESS

Review Process	
1	A review of current processes and practices used.
2	Identification of advantages and disadvantages to existing process.
3	Review of other cities similar processes/practices.
4	Proposed recommendations to processes/practices.



## TIMELINE

- ICGC Review process to begin in April 2022.
- A comprehensive report of committee recommendations and Resolution is anticipated to be presented to City Council in August 2022.



# STRATEGIC PLAN ALIGNMENT

## Strategic Priority No. 5 – High Performing Government

Goal No. 5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

### Cross-Cutting Threads



Community Trust



Fiscal Responsibility



Sustainability & Resiliency



Equity



Innovation



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# RECOMMENDATIONS

That the City Council:

1. Review the schedule for proposed change to City Council Rules of Procedure and Order of Business as recommended by the Inclusiveness, Community Engagement and Governmental Processes Committee; and
2. Discuss and refer additional change to Committee for inclusion in schedule.



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