



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

City Manager's Office

City Council  
November 2, 2021

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## BACKGROUND

The intent of Resolution No. 23618 is to establish 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

Nine Rules of Procedure and Order of Business items have been selected for review. All items will be presented to the Inclusiveness, Community Engagement, and Governmental Process Committee (ICGC) for review and discussion with recommendations presented to City Council at a later date.



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## DISCUSSION

	Rules or Procedure and Order of Business Item	ICGC Meeting Date	Council Meeting Date
Session 1	<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>	December 1, 2021	January 4, 2022



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## DISCUSSION

	Rules or Procedure and Order of Business Item	ICGC Meeting Date	Council Meeting Date
Session 2	<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>	January 5, 2022	February 2, 2022



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## DISCUSSION

	Rules or Procedure and Order of Business Item	ICGC Meeting Date	Council Meeting Date
Session 3	<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>	February 2, 2022	March 1, 2022



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## DISCUSSION

Review Process Stage	
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.



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## STRATEGIC PLAN ALIGNMENT



### High Performing Government

Provide world class public service that is efficient,  
accessible and responsive to all.

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal 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.



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## STRATEGIC PLAN ALIGNMENT

### Cross-Cutting Threads



Community Trust



Fiscal Responsibility



Equity



Innovation



Sustainability &  
Resiliency



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## RECOMMENDATIONS

That the City Council receive and discuss a schedule to review proposed changes to City Council Rules of Procedure and Order of Business as documented in Resolution No. 23618.



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