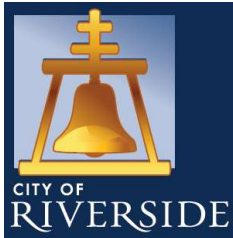


Presentation Added



REVIEW OF THE CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS RESOLUTION

City Clerk's Office & City Attorney's Office

Governmental Processes Committee

August 6, 2025

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BACKGROUND

1. On June 5, 2025, the Governmental Processes Committee (GPC) reviewed potential changes to the City Council Rules and Procedures and Order of Business Resolution
2. GPC made several recommendations for changes and directed the item return to GPC with a revised resolution



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MEETING SCHEDULES

GPC Recommendation	Resolution Revision
<u>Meeting Schedules</u>	<u>Revisions in Art. VIII.D:</u>
1. Amend summer schedule to remove September and July and August meetings to be on second and fourth Tuesdays.	1. For the months of July, <u>and</u> August and September , meetings shall occur on the <u>second</u> first and <u>fourth</u> third Tuesdays of the month.
2. Remove sentence in section VIII.D regarding meetings in April, June, and October.	2. For the months of April, June, and October, meetings shall occur the second, third, and fourth Tuesdays of the month.
3. Add language to VIII.D providing for changes to meeting times by Mayor with concurrence of the Mayor Pro Tem.	3. The appointed hours noted herein are set forth for the convenience of the City Council and are subject to change <u>by the Mayor with the concurrence of the Mayor Pro Tem.</u>



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AGENDA SEQUENCE

GPC Recommendation	Resolution Revision
<u>Agenda Sequence</u>	<u>Revisions in Art. IX.D</u>
4. Language in section IX authorizing Mayor with the concurrence of the Mayor Pro Tem to adjust agenda sequence during the agenda setting meeting.	4. <u>During the agenda setting meeting, the Mayor with the concurrence of the Mayor Pro Tem, may adjust the agenda sequence and order of business, provided for in section F of this Article, for any agenda that has not yet been published.</u>
5. Sequence Council reports/ ward updates first on agenda and encourage comments to be limited to 3 minutes each.	<u>Revisions in Art. IX.F</u> 5. Agenda sequence to move Public Comments, Announcements and Ceremonial items as first three items. Added language for Announcements: <u>Members of the City Council speaking on this item will make reasonable efforts to deliver their comments within three minutes.</u>



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PUBLIC COMMENT

GPC Recommendation

Public Comment

6. Revise speaker card language to encourage or recommend speakers to fill out card.

Resolution Revision

Revisions in Art. X.F

6. Each person desiring to address the City Council during Public Comment, City Council Discussion Items, Workshops, or Public Hearings is strongly encouraged to fill out and file a form provided by the City Clerk.



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PUBLIC COMMENT CONT.

GPC Recommendation

7. Revise language providing for 2 minutes per speaker when speaker cards reach 25 or more. **

**The GPC noted that this item needs more discussion.

8. Consolidation of public comment provisions into one place in the resolution.

Resolution Revision

7. Where more than twenty-five (25) individuals submit their request to the City Clerk to speak for Public Comment or a particular agenda item prior to the presiding officer introducing the item, each individual speaker shall limit his/her remarks to two (2) minutes. The presiding officer shall announce prior to recognizing the first speaker, whether the number of speaker requests has exceeded twenty five (25).

8. Public Comment provisions were consolidated into Art. X Section F and were removed from other areas of the Resolution.



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OTHER CONSIDERATIONS

GPC Recommendation

Other Considerations

9. Recommended attire for members of the City Council to match City's HR dress code policy.

Resolution Revision

Revisions in Art. IV.D

9. During City Council and Standing Committee meetings, members are expected to adhere to the City's Human Resources Policy IV-2 entitled Standards for Dress and Appearance.



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OTHER CONSIDERATIONS CONT.

GPC Recommendation

10. Allotted time for members to debate an item with the presiding officer to keep time.**

**The GPC noted that this item needs more discussion.

Resolution Revision

Revisions in XII.E

10. Allotted Time for Debate. Unless waived by a majority of the City Council, each member may speak on an item for up to fifteen (15) minutes as provided in this paragraph. The first time a member is recognized to speak on an item, the member shall limit his/her remarks to ten (10) minutes. Subsequent opportunities to speak shall be no more than five (5) minutes. The presiding officer shall be responsible for tracking time and shall utilize the timing system for this purpose.



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OTHER CONSIDERATIONS CONT.

<u>GPC Recommendation</u>	<u>Resolution Revision</u>
11. Additional research was determined necessary regarding appointments to Regional Organizations.	11. Eligibility for appointment to a regional organization board is based on the law or agreement governing each specific organization. Appointments are made in accordance with each organization's applicable law. No revisions to the Resolution were included at this time.
12. Appointments and terms for Boards and Commissions will be referred to the next Charter Review Committee.	



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RECOMMENDATIONS

That the Governmental Processes Committee:

1. Review Committee recommendations to the City Council Rules of Procedure and Order of Business as documented in Resolution No. 24255; and
2. Request staff to bring forth any specific change recommendations made by the Committee, along with a corresponding Resolution, to the full City Council for discussion.



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