



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 21, 2025**

FROM: CITY CLERK **WARDS: ALL**
CITY ATTORNEY

**SUBJECT: RECEIVE COMMITTEE RECOMMENDATIONS AND ADOPT A RESOLUTION
REGARDING CITY COUNCIL RULES OF PROCEDURE AND ORDER OF
BUSINESS**

ISSUE:

The issues for the City Council consideration are to receive Committee recommendations and adopt a resolution regarding City Council Rules of Procedure and Order of Business.

RECOMMENDATIONS:

That the City Council:

1. Receive the Governmental Processes Committee recommendations to the City Council Rules of Procedure and Order of Business as documented in Resolution No. 24255;
2. Adopt a resolution to revise the City Council Rules of Procedure and Order of Business.

COMMITTEE RECOMMENDATION:

Resolution No. 24255 outlines the City Council Rules of Procedure and Order of Business. These rules were established to ensure that meetings are conducted in an orderly and efficient manner, while also providing opportunities for public participation. The Resolution also requires City Council to review and revise the rules of procedure and order of business as needed or every two (2) years.

The Governmental Processes Committee (GPC) reviewed and discussed the Rules of Procedure and Order of Business during the June 4, 2025 and August 6, 2025 meetings. Several possible revisions to Resolution No. 24255 were discussed during the meetings. The Committee ultimately made several recommendations for revisions to the Rules of Procedure and Order of Business and directed staff to bring a revised resolution to the City Council for consideration.

DISCUSSION:

The table below summarizes the specific recommendations discussed during the June 4, 2025 and August 6, 2025 GPC meetings along with a description of how the revision is reflected in the attached revised resolution (Attachment 2).

<u>GPC Recommendation</u>	<u>Resolution Revision</u>
<p><u>Meeting Schedules</u></p> <ol style="list-style-type: none"> 1. Amend summer schedule to remove September and July and August meetings to be on second and fourth Tuesdays. 2. Remove sentence in section VIII.D regarding meetings in April, June, and October 3. Add language to VIII.D providing for changes to meeting times by Mayor with concurrence of the Mayor Pro Tem <p>The GPC further recommends that at least one City Council meeting per month be scheduled for an evening session, but did not feel that a revision to the resolution on this point was necessary.</p>	<p><u>Revisions in Art. VIII.D:</u></p> <ol style="list-style-type: none"> 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. For the months of April, June, and October, meetings shall occur the second, third, and fourth Tuesdays of the month. 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>
<p><u>Agenda Sequence</u></p> <ol style="list-style-type: none"> 4. Language in section IX authorizing Mayor with the concurrence of the Mayor Pro Tem to adjust agenda sequence during the agenda setting meeting. 5. Sequence Council reports/ ward updates first on agenda. 6. No vote or abstention on consent calendar items without an explanation, results in the item automatically pulled from consent for discussion. 	<p><u>Revisions in Art. IX.D</u></p> <ol style="list-style-type: none"> 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> <p><u>Revisions in Art. IX.F</u></p> <ol style="list-style-type: none"> 5. Agenda sequence to move Public Comments, Announcements and Ceremonial items as first three items. <p><u>Revisions in Art. X.B</u></p> <ol style="list-style-type: none"> 6. <u>Any member desiring to abstain or vote no on a consent calendar item, should provide an explanation therefore. If no explanation is given, the item shall be removed from the Consent Calendar. The presiding officer will announce which items have been removed from the Consent Calendar.</u>

<p><u>Public Comment</u></p> <p>7. Revise speaker card language to encourage or recommend speakers to fill out card.</p> <p>8. Revise language giving discretion to curtail public comment time for all speakers to the presiding officer.</p> <p>9. Consolidation of public comment provisions into one place in the resolution.</p>	<p><u>Revisions in Art. X.F</u></p> <p>7. Each person desiring to address the City Council during Public Comment, City Council Discussion Items, Workshops, or Public Hearings is <u>strongly encouraged</u> to fill out and file a form provided by the City Clerk.</p> <p>8. <u>The presiding officer may exercise discretion in curtailing the duration of all speakers' comments based upon factors including, but not limited to, the length of the agenda or the number of public comment speaker cards submitted.</u></p> <p>9. Public Comment provisions were consolidated into Art. X Section F and were removed from other areas of the Resolution.</p>
<p><u>Other Considerations</u></p> <p>10. Recommended attire for members of the City Council to match City's HR dress code policy.</p> <p>11. Allotted time for members to debate an item with the presiding officer to keep time.</p> <p>12. Additional research was determined necessary regarding appointments to Regional Organizations. The GPC requested research from City departments to determine the potential number of regional boards in which the City participates.</p>	<p><u>Revisions in Art. IV.D</u></p> <p>10. <u>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.</u></p> <p><u>Revisions in XII.E</u></p> <p>11. <u>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.</u></p> <p>12. 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 rules. Based on this research the following revision was made to Article XIII, Section A: "<u>Regional</u></p>

13.Appointments and terms for Boards and Commissions will be referred to the next Charter Review Committee.

organizations are external organizations where the City Council directly appoints a person to represent the City's interests in that organization. The provisions of this section shall not apply to organizations where the City Council is not the appointing authority. **When possible, appointments to regional organizations should be limited to elected officials.**"

FISCAL IMPACT:

There is no immediate fiscal impact from this report.

Prepared by: Ruthann Salera, Senior Deputy City Attorney

Approved by: Donesia Gause, City Clerk

Approved as to form: Rebecca McKee, Interim City Attorney

Concurs with:



Councilmember Falcone, Chair
Governmental Processes Committee

Attachments:

1. Revised Resolution
2. Resolution R-24255
3. Presentation