



Governmental Processes Committee

City of Arts & Innovation

TO: GOVERNMENTAL PROCESSES COMMITTEE **DATE: AUGUST 6, 2025**

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

**SUBJECT: REVIEW CITY COUNCIL RULES OF PROCEDURE AND ORDER OF
BUSINESS – RESOLUTION NO. 24255**

ISSUE:

The issue for the Governmental Processes Committee is to review the City Council Rules of Procedure and Order of Business as documented in Resolution No. 24255.

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;
2. Request staff bring forth any specific language recommendations along with a corresponding resolution to the full City Council for discussion.

BACKGROUND:

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, meeting. Several recommendations for revisions to Resolution No. 24255 were discussed during the meeting. The Committee requested that the item return to a future meeting with a draft revised resolution to review the specific language and continue discussion on a few remaining items.

DISCUSSION:

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

| <u>GPC Recommendation</u> | <u>Resolution Revision</u> |
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| <u>Meeting Schedules</u> <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 | <u>Revisions in Art. VIII.D:</u> <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> |
| <u>Agenda Sequence</u> <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 and encourage comments to be limited to 3 minutes each. | <u>Revisions in Art. IX.D</u> <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> <u>Revisions in Art. IX.F</u> <ol style="list-style-type: none"> 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> |
| <u>Public Comment</u> <ol style="list-style-type: none"> 6. Revise speaker card language to encourage or recommend speakers to fill out card. 7. Revise language providing for 2 minutes per speaker when speaker cards reach 25 or more. ** | <u>Revisions in Art. X.F</u> <ol style="list-style-type: none"> 6. 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. 7. <u>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</u> |

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| <p>8. Consolidation of public comment provisions into one place in the resolution.</p> | <p><u>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).</u></p> <p>8. 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>9. Recommended attire for members of the City Council to match City's HR dress code policy.</p> <p>10. Allotted time for members to debate an item with the presiding officer to keep time.**</p> <p>11. Additional research was determined necessary regarding appointments to Regional Organizations.</p> <p>12. Appointments and terms for Boards and Commissions will be referred to the next Charter Review Committee.</p> | <p><u>Revisions in Art. IV.D</u></p> <p>9. <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>10. <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>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.</p> |

**Two items were noted by the GPC as needing additional discussion: Allotted time for public comment (# 7) and allotted time for debate (#10). Revised language was placed in the draft resolution based on the June 4, 2025 discussions and highlighted in yellow.

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

Attachments:

1. Revised Resolution
2. Resolution R-24255