

TO: Members of the City Council
FROM: Councilmembers Stuart, Nuevacamina, and Kritzer

ASSISTING DEPARTMENT STAFF:

Executive	Cheryl Xanthos	City Clerk
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TITLE:

Draft 8th Amendment to the Council Rules of Procedure

OVERVIEW STATEMENT:

Per Council direction in December 2025, Councilmembers Stuart, Nuevacamina, and Kritzer worked with the Clerk’s office to prepare amendments to the rules of procedure on selected topics. The approved topics included issues of attendance, subcommittee management, and procedures for filling Council vacancies.

During this work, one additional area of improvement was studied in order to create a more welcoming experience for first time participants of public comment periods. This was inspired by experiences during public comment in late 2025, in which multiple community groups experiences barriers to full participation.

The updated and attached matrix contains five additional topics for consideration that were submitted by Councilmembers. At the March 3, 2026 Committee of the Whole Meeting, Councilmembers will be asked to provide direction on additional topics that they would like to review. Following the selection of those topics, Council Leadership will work to schedule time accordingly.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Council Rules of Procedure
- **Required:**
N/A
- **Council Request:**
December 9, 2025 study session – Council Talk Time
- **Other Key Facts:**
At the February 24, 2026 study session, Council reviewed a matrix of the proposed changes. The decisions made during that conversation are reflected in the attached and updated matrix.

OUTCOMES:

The intent of these amendments is to integrate improvements to Council management and accountability, including the subcommittee management which Council provided direction for at its February 2025 retreat.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

N/A

Budget Priority:

N/A

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
2/10/2026	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
2/24/2026	Study Session	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
3/10/2026	Study Session	Provide Direction

Time Constraints:

This conversation is intended to determine any other additional topics for consideration. Councilmembers should come prepared to the committee meeting prepared to advocate for any additional items from the rules of procedure that they would like to see studied.

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Matrix