



Memorandum

Date: 5/7/2024
Meeting of: City Council

File No. AM No. 24-064
Type: New Business

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

N/A	Council President Kritzer	N/A
N/A	Council Vice-President Forsythe	N/A

DEPARTMENT STAFF:

Executive	Malisa Files	Chief Operating Officer
-----------	--------------	-------------------------

TITLE:

Approval of Revisions to City Council Rules and Procedures

OVERVIEW STATEMENT:

For Council's review and approval, Attachment A contains proposed revisions to the Council Rules and Procedures as discussed on April 9th and April 23rd.

☒ **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:**
Council requested potential changes to the Rules of Procedure to address prevention of hate speech and disruptions to Items from the Audience. Per the Study Session discussion on April 9th and April 23rd, the item is on the May 7th business meeting agenda for approval.
- **Other Key Facts:**
N/A

OUTCOMES:

Attachment A contains proposed changes to the Council Rules and Procedures. Specifically, the proposed revisions include:

- Council Rules of Procedures Section K Public Participation
- New Section Enforcement of Rules - Attendees

At the Study Session on April 9th and Council Talk Time on April 23rd, Council had asked for revisions to the proposed changes, including:

- Elimination of Chair discretion on time limits.
- Removal of the Participation Guide as it is not a Council approved document. Revisions to the Participation Guide will be made after approval of the Rules and Procedures to make the two documents consistent.

Staff will be at the May 7, 2024, Council meeting to answer any questions the Council may have.

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:
Strategic and Responsive

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
4/9/2024	Study Session	Provide Direction
4/23/2024	Study Session	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

There are no time constraints on this item.

ANTICIPATED RESULT IF NOT APPROVED:

If changes are not approved, Council Rules and Procedures will remain unchanged.

ATTACHMENTS:

Attachment A: Proposed revisions to the Council Rules and Procedures