



Memorandum

Date: 2/24/2026
Meeting of: City Council Study Session

File No. SS 26-022
Type: Study Session

TO: Members of the City Council
FROM: Councilmembers Stuart, Nuevacamina, and Kritzer
DEPARTMENT DIRECTOR CONTACT(S):

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
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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.

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:**
N/A

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 |

Proposed Upcoming Contact(s)

| Date | Meeting | Requested Action |
|----------|------------------|------------------|
| 3/3/2026 | Business Meeting | Approve |

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Draft 8th Amendment Rules of Procedure