



CITY COUNCIL STAFF REPORT

ITEM NO. 6.9

DATE: July 13, 2026

TO: Honorable Mayor and City Council

FROM: Marianna A. Burch, City Manager

SUBJECT: Approval of minor revisions to the City Council Meeting Rules of Procedure to clarify the process for in-person remote speakers during Open Forum consistent with the City Council meeting agenda instructions and the City's website.

RECOMMENDED ACTION

Staff recommend City Council approve the minor revisions to the City Council Meeting Rules of Procedure to clarify the process for in-person and remote speakers during Open Forum consistent with the City Council meeting agenda instructions and the City's website.

SUMMARY

At the June 8, 2026, City Council meeting, the City Council revised the City Council Meeting Rules of Procedure in accordance with Senate Bill 707. To implement those revisions and ensure consistency with the City Council Meeting Agenda Instructions and the City's website, staff recommend minor revisions to the Rules of Procedure to clarify when in-person and remote speakers will provide public comment during Open Forum.

DISCUSSION

At the June 8, 2026, City Council meeting, the City Council adopted revisions to the City Council Meeting Rules of Procedure in accordance with Senate Bill 707.

To provide the City Council and the public with an efficient process for receiving public comment during Open Forum, staff have revised the City Council Meeting Agenda Instructions and the City's website to clarify the procedures for receiving public comment during Open Forum on non-agendized items. Under the revised process, in-person speakers will have up to 30 minutes during Open Forum to provide public comment on non-agendized items. Any remaining in-person speakers after the initial 30-minute period, along with all remote speakers on non-agendized items, will provide public comment after the conclusion of the City's regular business.

This process recognizes that many in-person attendees adjust work schedules, arrange childcare, and travel to City Hall to participate in City Council meetings. Providing an opportunity for in-person speakers

at the beginning of Open Forum while scheduling remote speakers after the City's regular business also enables staff to manage the public comment queue more efficiently and minimizes technical transitions during the meeting.

The revised process also establishes a clear and consistent framework for public participation. By identifying in advance when in-person and remote speakers will be called upon, the City provides greater transparency, reduces confusion, and allows members of the public to better plan their participation.

To ensure consistency between the City Council Meeting Rules of Procedure, the City Council Meeting Agenda Instructions, and information provided on the City's website, staff recommend minor revisions to the Rules of Procedure to clarify the procedures for in-person and remote public comment during Open Forum. These revisions are clarifying in nature and do not alter the policy direction adopted by the City Council.

FISCAL AND ADMINISTRATIVE IMPACTS

There are no anticipated costs for this item.

COMMUNITY PILLAR

5: A City that Works

GOAL

1: Engage Effectively with the Mayor and City Council

ATTACHMENTS

1. Redlined City Council Meeting Rules of Procedure
2. Resolution - Updated Rules of Procedure
3. Exhibit A - Rules of Procedure

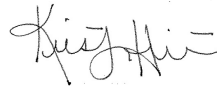
Prepared by: Deborah Davis
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Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Kristen Hilton
Acting Administrative Services Director