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## **SUPPLEMENTAL AGENDA MATERIAL**

### **for Supplemental Packet 2**

**Meeting Date:** April 20, 2021

**Item Number:** 33

**Item Description:** City Council Rules of Procedure and Order Revisions

**Submitted by:** Councilmember Sophie Hahn

This supplemental proposes a few changes for clarification purposes.

## APPENDIX D. TEMPORARY RULES REGARDING POLICY COMMITTEES AND LEGISLATIVE WORKFLOW DURING THE COVID-19 LOCAL EMERGENCY

To support staff, councilmembers, and members of the public in their focused work to address the COVID-19 pandemic; manage health, mental health, and economic impacts; and navigate the complexities of reopening after more than a year of shelter-in-place, these temporary rules limiting Policy Committee and City Council consideration of new significant legislation are hereby adopted.

- 1) Except as provided below, “new significant legislation” is defined as any law, program, or policy that represents a significant change or addition to existing law, program, or policy, or is likely to call for or elicit significant study, analysis, or input from staff, Councilmembers or members of the public.
- 2) New significant legislation originating from the Council, Commissions, or Staff ~~and relating related~~ to the City’s COVID-19 response, including but not limited to health and economic impacts of the pandemic or recovery, ~~or addressing other health and safety concerns,~~ the City Budget process, ~~or other essential or ongoing~~ City processes or business will be allowed to move forward, as well as ~~legislative items that are urgent, time sensitive,~~ smaller, ~~or less impactful, and time sensitive items.~~
- 3) New significant legislation not related to the City’s COVID-19 response may be submitted to the Agenda process to be referred to the appropriate Policy Committee but will be placed on the ~~committee’s~~ unscheduled items list, and timelines will be tolled for the duration of these temporary rules.
- 4) Councilmembers, Commission Chairs/representatives, and Staff may request reconsideration of Agenda Committee determinations regarding significance/impacts, time sensitivity and/or relevance to ~~COVID-19 response and recovery of proposed legislation factors listed in (2), above.~~
- 5) Policy Committees may take up items referred previous to adoption of these temporary rules or may place them on the unscheduled list where timelines will be tolled. Reconsideration of a determination to place an item on the unscheduled calendar may be requested by the author on the same basis as a reconsideration by the Agenda Committee. Policy Committees are asked to prioritize pending items related to ~~the city’s COVID-19 response and recovery, the City budget process or other essential or time sensitive business categories listed in (2), above.~~ When a Policy Committee has no active items the Committee will not meet.
- 6) The Agenda & Rules and Budget & Finance Policy Committees will continue to meet to carry out their essential agenda setting and budget policy making roles; other legislation before these committees may be placed on the unscheduled calendar where timelines will be automatically tolled for the duration that this policy is in place.
- 7) Any outstanding items voted out of Policy Committee should include staffing and budgetary needs and a budget referral. Implementation of new ordinances,

programs or policies may be deferred for the duration of these temporary rules and/or if resources are not identified and allocated.

- 8) These temporary measures will automatically expire at the end of the declared local COVID-19 state of emergency on July 27, 2021 unless the term is shortened or extended by a vote of the City Council.
- 9) When Policy Committees are reopened by the full City Council, items pending before the Committee will be prioritized by vote of the members of each Committee, based on a proposal by the Chair, in an order that takes into account and balances, among other things, (i) the amount of time items have been pending before the Committee, (ii) the time sensitivity of the issues/topics raised by the legislation, ~~and~~ (iii) a fair distribution of items from all Councilmembers within the queue, and (iv) a fair distribution of topic areas. ~~or at an earlier date as determined by the City Council.~~

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