

Procedures with Discussion of Ordinances at First Reading

On February 18, 2026, the City Council adopted Ordinance 2026-05, which allows for discussion of legislation at First Reading. Below are the standard procedures the Council intends to follow given the passage of this legislation.

The standard practice will be that First Reading of an ordinance will include a presentation of the legislation, discussion, and public comment, but no final vote. Please see notes below for possible deviations from this standard practice.

Procedure for First Readings

1. Motion to introduce legislation (debatable) > Vote
2. Clerk reads by title and synopsis
3. Motion to discuss legislation
4. Full staff presentation (or presentation by Councilmember if legislation initiated by Councilmember)
5. Councilmember questions and comments
6. Public comment (30 minutes maximum)
7. Motion to move item to a Second Reading on X date > Vote

Notes:

- a) This procedure makes it clear to everyone that the initial intent is for the legislation to not be adopted, since there is no motion to adopt. In other words, the default is that the Council will only discuss the legislation that night, not take a final vote on it.
- b) The Council retains the right to vote NO on introduction of the legislation, although the expectation is that this will be unusual.
- c) If a piece of legislation is quite simple, a Councilmember could make a motion for unanimous consent to consider the ordinance for adoption that night. If such a motion is made, seconded, and approved unanimously, then a vote on adoption could follow ($\frac{2}{3}$ required).
- d) Merging Councilmember questions and comments allows Councilmembers to begin floating amendments and obtain initial staff feedback on amendment ideas.
- e) Councilmembers will put in writing the questions they didn't get answers to at First Reading and submit those by noon the following Friday (two days after the meeting). That gives city staff and/or petitioners time to answer the questions before the questions and answers are placed in the packet for the Second Reading two weeks after the First Reading. The deadline for answers to be submitted to the Council staff is noon on the Thursday before the Second Reading.

- f) Questions raised by the public during the public comment period should be noted by the staff or Councilmember(s) who present the legislation to make sure those questions are included with the Q&A mentioned in (e) above.

Procedure for Second Readings

1. Motion to introduce legislation (debatable) > Vote
2. Clerk reads by title and synopsis
3. Motion to adopt legislation
4. Staff present any new information (or Councilmember if legislation initiated by Councilmember)
5. Councilmember questions
6. Public comment
7. Councilmember discussion
8. Vote on motion to adopt

Notes:

- a) The Council does not expect a second full presentation of the legislation, but rather just a report on any new information.
- b) Staff could attend the second reading via Zoom.
- c) The Council reserves the right to move the item to a Third Reading on X date.