



701 East Broadway, Columbia, Missouri 65201

Department Source: City Clerk

To: City Council

From: City Manager & Staff

Council Meeting Date: December 15, 2025

Re: Changes to various resolutions or policy resolutions associated with City Council meeting procedures and the Board and Commission application process

Impacted Ward: Citywide

Executive Summary

At the October 20, 2025 Pre-Council Meeting, the Council discussed updates to R188-81 (rules for public hearings and comments before the City Council), R101-14A (procedures and guidelines for scheduled public comment at City Council meetings), and PR145-12 (policies relating to appointments to City boards and commissions), and asked for a report illustrating those updates.

Discussion

For R188-81, which involves the rules for public hearings and comments before the City Council, the Council asked that the time limits be updated based on current practice, that exceptions be allowed with the consent of the Council, for the person speaking to provide their name and the Ward in which they reside instead of their address, for the language regarding decorum to be updated, that the reference to smoking be removed since smoking is already prohibited in city buildings, and for all language to be gender neutral.

For R101-04A, which involves the procedures and guidelines for scheduled public comments at City Council meetings, the Council asked that the time limit be five minutes based on current practice, that the option of submitting the request by fax be removed, and that text involving how scheduled public comments are currently accepted be added.

For PR145-12, which involves policies relating to appointments to City boards and commissions, in addition to updating the policy based on current practices, the Council asked for information as to how applicants had heard of the vacancy as they were considering eliminating the need to advertise the vacancies in the newspapers.

In review of applications submitted in the 2025 calendar year, five (5) learned of the vacancy from the newspaper, sixty-nine (69) learned of it from the website, fifteen (15) had learned of it from the newsletter included with the utility bill, two (2) did not disclose that information, and one hundred forty-one (141) chose "other." Of those that chose other, most indicated they were a current member, were informed of the vacancy by a council member, staff member, friend, or colleague, or saw the vacancy on social media. A few others indicated they had learned of it from a press release, participation in the youth summit or civic academy, heard about it on the radio, or a department or non-city organization newsletter. For the 2022, 2023 and 2024 calendar years, the City Clerk's Office

only tracked the number of applicants that had indicated they were informed of the vacancy through the newspaper, and for 2022, it was one (1) applicant, for 2023, it was six (6) applicants, and for 2024, it was five (5) applicants. If the Council chose to stop advertising the vacancy notice in the newspapers, the cost savings based on the amount spent in FY 2025 would be more than \$7,500 per year.

After changes are made to the policy relating to the appointments to City boards and commissions, the City Clerk's Office will update the application form to better identify how applicants are informed of vacancies.

Fiscal Impact

Short-Term Impact: None, and potentially a cost savings.

Long-Term Impact: None, and potentially a cost savings.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action

Suggested Council Action

Provide direction on whether to proceed with the changes as suggested and/or specify any other modifications. Based on this feedback, legislation will be brought forward for consideration and approval at a future council meeting.