

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Rules of Conduct and Procedure
DATE: August 7, 2023



In a workshop on June 26, the City Council discussed draft Rules of Conduct and Procedure for the City Council and all City committees, commissions, and boards. During that discussion, areas that were particularly discussed and staff received direction to review included:

- Agenda Development
 - o The City Council discussed setting the publication deadline for meeting agendas and packets as 5 calendar days before the scheduled meeting.
- Agenda Outline
 - o The City Council discussed that they would like to add an Agenda Forecast item at the end of each regular meeting for staff to share what matters are expected to be on the next meeting's agenda.
- Matters Not on the Agenda
 - o The City Council discussed adding language that would limit the City Council from taking action on items added to the agenda except in emergency situations.
- Abstentions
 - o The City Council discussed adding language that would allow councilmembers to abstain from a vote for perceived conflicts of interest in addition to bonafide conflicts of interest.
- Virtual Participation
 - o The City Council discussed adding a subdivision restricting virtual meeting participation to councilmembers and those formally on a meeting agenda.
- Code of Conduct
 - o The City Council requested that staff clarify the difference between "public" and "private" within the policy.
 - o The City Council requested that staff simplify and clarify conduct and communication with staff as well as make mention to the fact that the City has both unionized and non-unionized employees.

A redline version of the amended Rules of Conduct and Procedure is attached.

Council Action

Staff recommends that the City Council approve the attached Rules of Conduct and Procedure.