
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: June 17, 2024

SUBJECT:

Consider approval of amendments to Policy #17 – Establishing City Council Rules of Procedures for City Council Meetings. (*Staff Contact: Amanda Campos, City Secretary*)

SUMMARY:

The City Council first established council policy #17, May 5, 1985 and the policy remained unchanged until January of 2020. At the time of review and change the council was determined to make all council policies relevant and amend as needed. The council reviewed and edited this policy twice in 2021 to reflect the changes due to Covid. This allowed the council to meet and keep the public engaged and connected. There were parts of the policy that was good practice moving forward and other portions that served Covid protocol only.

The council once again review the policy in 2022 and made small modifications but did not review in 2023 or make any changes. So why are we reviewing now? As stated before the city council was determined to remain active in the policies and assure they were performing their intent. Effective policies should be living growing documents and reviewed and discussed at least annually. There are new members of the city council that have not reviewed in detail the policy and it's always best practice to communicate to the public. Communication on council meetings is one of the most important aspects of communication for city council. The business of the city is determined at these meetings, therefore keeping them friendly should be top priority.

The council's committee Council Policies & Valuation reviewed briefly the policy in April of 2024 and some suggestions to bring forward to the full council however no determination was made at the meeting only broad suggestions. This meeting is reviewed what was discussed and determine council's desire to move forward with any action. The full council reviewed the recommendations and was in favor of modifying the following sections:

- II. Meeting Agendas (b) iii. The city manager shall add to the agenda all elected official initiated requests for action with appropriate project details, including associated costs. These items are beyond routine maintenance operations of the city. This is to ensure complete transparency and efficient budget oversight.
- II. Meeting Agendas (e) Posted consent agenda items may be removed from consent by any one councilmember who request the removal during the open meeting. Any posted

item on the agenda that does not require a public hearing may be added to the consent agenda by ~~a vote of the city council~~ any councilmember who requests the addition during the open meeting.

- III. Council Meetings: Rules, Procedures and Conduct. (c) Executive Session (Closed Session)(c). The city council in accordance with Chapter 551 of the Texas Government Code may convene into executive session. Every consideration should be given to not convene into executive session prior to the consent agenda.
 - i. The Texas Open Meetings Act (TOMA) provides for narrowly drawn exceptions to the requirement that meetings be open to the public. The City Council shall follow TOMA with regards to executive sessions requirements.
 - ii. The city shall keep a certified agenda or a recording depending on requirements of Chapter 551. The city secretary or designee shall be responsible for the certified agenda and when required by law a recording of the executive session; no one else in attendance may keep a record or recording of executive session
 - iii. Only members of the governmental body or persons necessary to the matter under consideration in executive session may attend. A person who's interest is against the city may not be admitted to attend executive session
 - iv. Executive session needed for items posted on Consent Agenda should be removed from the consent agenda and taken up separately. The remaining consent agenda should be voted on prior to any executive session.
- III. Council Meetings: Rules, Procedures and Conduct. (c) Executive Session (Closed Session)(e) Citizen Appearance: : Each person in attendance who desire to speak to Council on an item not posted on the agenda, shall speak during this section. Each person in attendance who desire to address the Council on an item posted on the agenda or at a public hearing shall address the council when that item is called forward for consideration.

A speaker card must be filled out and turned in according to speaker rules listed in this section. Under the Texas Open Meeting Act the city council may take action only on legally posted items on the agenda. There will be no discussion of any un-posted items, council will only receive comments, ~~and~~ may only ask clarifying questions, and should refrain from addressing speaker but rather refer them to city management or state policy only.

RECOMMENDATION:

Approve the amendments

PRIOR ACTION/INPUT (Council, Boards, Citizens):

April 17, 2024 Council Policies & Valuation

June 3, 2024 City Council Reports

REFERENCE:

City Council Policy #17 – Establishing City Council
Rules of Procedure for City Council Meetings.

FISCAL IMPACT:

N/A

STAFF CONTACT:

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