



AGENDA REPORT SUMMARY

Meeting Date: June 13, 2023

Subject City Council Norms and Procedures

Prepared by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Draft Revised City Council Norms and Procedures

Initiated by:

City Council

Previous Council Consideration:

The City Council reviewed the Norms and Procedures on May 23, 2023.

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Are there further revisions to the Norms and Procedures the Council wishes to consider?
- Does the Council wish to adopt the updated Norms and Procedures?

Summary:

- Section 1.3 of the Norms and Procedures states that Council should review the Norms and Procedures following the seating of a new Council member

Staff Recommendation:

Adopt the revised Council Norms and Procedures

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: City Council Norms and Procedures

Purpose

To adopt the revised Council Norms and Procedures.

Background

The Council Norms and Procedures (Norms) were originally adopted in 2004 and are reviewed periodically by the Council. Section 1.3 of the Norms states that a review should occur after a new Council member has been seated. On May 23, 2023, Council reviewed the Norms and directed staff on additional revisions to the Norms.

Discussion/Analysis

Following the May 23, 2023 meeting, staff has included the following revisions based on Council direction:

- Added a sentence to Section 8.1 indicating that meetings of the City Council shall be held in a hybrid manner in which the public can participate in person or via videoconference
- Added the phrase “which are special meetings” regarding study sessions in Section 8.5
- Added that regular meeting agendas will be posted by 5:00 p.m. on the Thursday prior to the meeting in Section 9.1
- Modified Section 11.6.B regarding ceding of time to indicate that an individual may only receive time from one other speaker and that the time will be limited to a maximum of five minutes
- Removed Section 11.8.A regarding members of the public requesting reconsideration of an item
- Modified Section 11.8.B.1 regarding a Council member requesting reconsideration to change the deadline for requesting reconsideration to 144 hours in advance of the next regular meeting and to clarify that a member of the public may ask a Council member to request reconsideration
- Added language to the proposed revisions for Section 11.13 regarding Teleconferencing to clarify what type of and when disclosures occur when a member is teleconferencing

Recommendation

The staff recommends Council adopt the revised Norms and procedures.