

STAFF REPORT



SUBJECT: Consider Approval of Council Rules of Procedure Updates

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

RECOMMENDATION:

Section 3.1 Regular Business Meeting of the Council Rules of Procedures currently reads:

The Council shall meet in City Hall for Regular Business, Adjourned, and Special Meetings. The Regular Business Meetings are to commence at 5:30 p.m. on the first and third Tuesday of each month, unless otherwise specified in accordance with state law.

Staff recommends revising to state:

The Council shall meet in City Hall for Regular Business, Adjourned, and Special Meetings. The Regular Business Meetings are to commence at 5:30 p.m. on the first Tuesday of each month, unless otherwise specified in accordance with state law.

Section 3.7 Committee Meetings and Reports of the Council Rules of Procedures does not currently address when or where Committee Meetings are routinely held.

Staff recommends adding the following language:

- A. *The Committees shall meet in City Hall for their Committee Meetings. The Committee Meetings are to commence at 5:30 p.m. on the third Tuesday of each month, unless otherwise specified in accordance with state law.*

By approving this update, the Council Rules of Procedure document will be fully up to date and ready for the new Council members in May.

BACKGROUND:

The Council Rules of Procedure was last updated May 3, 2022.

ALTERNATIVES

Leave Council Rules of Procedure document as is with incorrect information stating that Regular Business Meetings commence on the first and third Tuesday of the month with no information regarding the Committee Meetings location or schedule.