



# STAFF REPORT – CITY COUNCIL MEETING

---

April 03, 2024

**TO:** Honorable Mayor and City Council Members

**FROM:** Karen T. Diemer, City Manager

**PREPARER:** Bridget Dory, City Clerk

**DATE:** March 28, 2024

**TITLE:** **Review and Approve Revised City Officials' Protocol Manual.**

---

## RECOMMENDATION:

It is recommended that the Council:

- 1) Review City Attorney and staff-recommended revisions and updates to the current City Council Protocol Manual (2021);
- 2) Provide any additional changes or revisions; and
- 3) Approve changes or direct staff to return with a final revised City Officials' Protocol Manual (2024) at a future meeting for approval.

## INTRODUCTION:

Per Chapter 9, Section 9.01 of the City Council Protocol Manual, the City Council will review and revise the City Council Protocol Manual as needed. As part of the transition of the City Attorney, a review of current City templates and practices has been undertaken. Through that review, several updates to the Protocol Manual are being suggested.

## BACKGROUND:

The City Council has prepared its own Protocol Manual to assist the Council by documenting accepted practices and clarifying expectations. Administration of City Council business is greatly enhanced by the agreement of the City Council and staff to uphold a standard of best practices that is outlined and available as a reference for public officials and the public to review and reference. While attempting to not be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to support Councilmembers in their process steps and actions.

## DISCUSSION:

Attorney/staff recommended changes are indicated in the attached document using *WORD* track changes, with colored underlining indicating recommended additions and ~~strikeout~~ indicating recommended deletions. Once the Manual narrative is finalized, appendices to support the changes will be included and staff will update photos and graphics, as well as overall formatting, page number referencing, etc.

This is also an opportunity for the Council to provide any additional changes or revisions to be incorporated into the Manual.

**BUDGET/FISCAL IMPACT:**

None.

**ATTACHMENTS:**

- A. 2024.03.26 Draft Protocol Manual Redline Version (DOCX)
- B. 2024.03.26 Draft Protocol Manual Cleaned Up Version (DOCX)