



# STAFF REPORT – CITY COUNCIL MEETING

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May 15, 2024

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

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

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

**DATE:** May 08, 2024

**TITLE:** Consider Revisions to the City Officials' Protocol Manual 2024.

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## 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 the Manual 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. The City Council reviewed a draft update of the manual on April 3, 2024, and directed several additional changes. These and a few additional updates have been added for the Council's consideration.

## 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:

Staff has made all the changes to the Protocol Manual that were approved by the Council during the April 3, 2024, meeting. Requests by the Council for additional changes and updates suggested by staff and community members have been added in the attached document using 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\_Updates\_Numbered\_Body (DOCX)