

Memorandum



To: City Council
From: Ken Coleman
Date: January 6, 2015
Re: Council Procedures

As a follow-up on the previous discussion surrounding procedural issues, there are a couple areas that Council may wish to focus attention.

Meeting protocol parameters have been developed by our City Clerk offering guidelines for conduct in presentations to Council. Many other governmental agencies have similar expectations when addressing their governing bodies, and this format is offered for further consideration by council

The overall City organizational structure and position relationships has been encapsulated in a document that was also produced by our City Clerk. This handbook utilizes our City Charter and State laws to articulate codes of conduct for effective governance. This is offered as a reference and can be a point of discussion for this agenda item.

Developing a process for determining City goals is also worthy of further contemplation. It has been suggested that a method be defined for setting City Manager goals in the future. Compiling a procedure for determining and evaluating success in achieving set objectives would be helpful for our council and manager alike.

If there are further areas Council wishes to explore relevant to this topic, we can discuss those matters at this time.