



Legislation Text

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

**THRU: Doug Hewett, City Manager  
Rebecca Jackson, Chief of Staff**

**FROM: Brook M. Redding, Assistant to the City Manager**

**DATE: January 24, 2022**

**RE:  
City Manager's Update - City Council Agenda Item Requests**

**COUNCIL DISTRICT(S):  
ALL**

**Relationship To Strategic Plan:**

Goal I: Safe and Secure Community  
Goal II: Responsive City Government supporting a diverse and viable economy  
Goal III: City Investment in Today and Tomorrow  
Goal IV: Desirable place to live, work and recreate  
Goal V: Financially sound City providing exemplary City services  
Goal VI: Collaborate citizen and business engagement

**Executive Summary:**

The City Council members submitted and approved 13 City Council Agenda Item Requests from July 2021 to December 2021. The City Manager's Office, supervised by the Chief of Staff, tracks each item from its approval to completion. This summary is intended to highlight each City Council Agenda Item Request and provide a status of these approved items.

**Background:**

City Council members are authorized to submit requests to staff through an adopted Code of Conduct. The *Mayor and City Council Protocol and Code of Conduct - #115.15* was adopted by Council on April 8, 2013. The City Council adopted these protocols to guide the City Council with the appropriate process of engaging with staff. Within the protocol and code of conduct, there are four categories listed, each with protocols defined:

- City Council Requests for Information from Staff

- Protocol 1 - Simple Information
- Protocol 2 - Complex Information or Research
- Protocol 3 - Question on Agenda Item
- Protocol 4 - City Council Request for Lobbying or Legislative Advocacy
- Protocol 5 - City Council Request of PWC for information
- City Council Service Request from Citizens
  - Protocol 6 - Citizen Service Requests
- City Council Staff Expectations
  - Protocol 7 - City Staff Response Time
  - Protocol 8 - Public Meetings Held by Staff
- City Council Interactions
  - Protocol 9 - Communication among Mayor and City Council
  - Protocol 10 - Council Work Session Policy
  - Protocol 11 - Council Member Request to Add Agenda Items

Protocol 12 - Council Modification of Existing Agenda

**Issues/Analysis:**

The Council Agenda Request Tracker accompanies this memorandum. The attachment provides the requestor, Agenda Request, Council Direction, Status, and Time Analysis of return.

**Budget Impact:**

None

**Options:**

City Council accepts the administrative report for public record.

City Council does not accept the report and provides guidance to staff.

**Recommended Action:**

City Council accepts the administrative report for public record.

**Attachments:**

Council Agenda Request Tracker.pdf