



REQUEST FOR CITY COUNCIL AGENDA ITEM

Agenda Date: <u>June 24, 2024</u>
Requested By: <u>Rick Helton, Mayor</u>
Department: <u>City Council</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Proposed Ord. 2024-3996

SUMMARY & RECOMMENDATION

Mayor Helton has proposed amending the *City Council Rules of Procedures and Ethics Policy* (LaPorteTX.gov/CouncilRules) relating to Section 3.03. Agenda. to clarify the language regarding the date by which agenda items are due.

Currently, the section reads:

3.03. Agenda. *The Mayor, the City Manager, the City Secretary, or the City Attorney, or any three (3) members of the City Council by written request, may place an item on a City Council agenda, with the exception of an item that has previously been approved or denied, by City Council vote, during a meeting which occurred within the 30-day period immediately before the date of the proposed agenda. The written request shall include a clear description of the proposed action by the Council (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only, shall be of sufficient detail to allow staff to contribute background information on the topic, and shall be filed with the City Secretary by 5:00 p.m., Thursday, two weeks prior to the Monday night City Council meeting (and a commensurate period for special meetings). Deviations from the deadlines, or the submission of additional items either past the established deadlines or once the agenda has been posted, should be exceedingly rare and of a clearly significant nature. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council shall also be delivered to the City Secretary on the same schedule.*

The City Secretary will coordinate the placement and content of items on the agenda with the City Manager, who will resolve any conflicts with Mayor and Councilpersons. Agenda items may be removed only by the person(s) who initially placed that item on the agenda.

Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner timely enough to allow for their review prior to this submittal deadline above.

Council discussed the policy changes at the September 11, 2023 City Council meeting and asked staff to return with an ordinance at a later date.

The update is proposed as follows:

3.03. Agenda. *The Mayor, the City Manager, the City Secretary, or the City Attorney, or any three (3) members of the City Council, by written request, may place an item on a City Council agenda, with the exception of an item that has previously been approved or denied, by City Council vote, during a meeting which occurred within the 30-day period immediately before the date of the proposed agenda.*

The written request

- *shall include a clear description of the proposed action by the Council (in the form of a proposed motion) or shall clearly state the item is for discussion purposes only,*
- *shall be of sufficient detail to allow staff to contribute background information on the topic, and*
- *shall be filed with the City Secretary by 5:00 p.m. of the Thursday, two weeks eighteen days prior to the Monday night City Council meeting (and a commensurate period for special meetings).*

Deviations from the deadlines, or the submission of additional items either past the established deadlines or once the agenda has been posted, should be exceedingly rare and of a clearly significant nature. Under no circumstances will additional items be accepted later than the close of business on the Monday preceding the meeting. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Council shall also be delivered to the City Secretary on the same schedule.

The City Secretary will coordinate the placement and content of items on the agenda with the City Manager, who will resolve any conflicts with Mayor and Councilpersons. Agenda items may be removed only by the person(s) who initially placed that item on the agenda.

Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner timely enough to allow for their review prior to this submittal deadline above.

STRATEGIC PLAN STRATEGY AND GOAL

1.00 Governance – The City of La Porte is governed in a transparent, efficient, accountable, and responsive manner on behalf of its citizens that actively promotes citizen involvement.

ACTION REQUIRED BY THE CITY COUNCIL

Adopt Ordinance 2024-3995, amending the City Council Rules of Procedures and Ethics Policy relating to Section 3.03. Agenda. to clarify the language regarding the date by which agenda items are due.
