



Consider Approving a Process for Town Council Members to Submit Petition, Resolution, and Proclamation Requests

NOVEMBER 17, 2021



Recommendation

- That the Council:
 - Discuss the draft process, including areas still needing agreement
 - Consider adopting the resolution to approve the process with any revisions agreed upon during the meeting



Goals of Establishing a Process

- Create consistency in how requests come forward
- Allow collaboration and input from additional Council Members as requests are being developed
- Provide predictability for how the requests are responded to



Process as Currently Drafted

- **Council Petition:** to formally request that the Council consider taking an action such as adopting a policy, amending an ordinance, or changing a practice
- **Resolution or Proclamation:** for the Council to consider adopting a formal statement about an issue of importance

Council Petition

May require a future Council action to change a policy, amend an ordinance

Council decision will be guided by staff research and recommendations

Council action may require staff resources and/or funding to implement

Resolution/Proclamation

Statement of support about a cause, issue, or person

Little or no staff resources/analysis required to bring forward

Council action requires little or no staff resources or budget to implement



Additional Notes

- A majority of Council Members collaborating on a request could constitute a public meeting, even if done electronically
- This process meant to complement Council's function as a policy-making board



Areas Needing Discussion/Agreement

- **Should the sitting Council establish a process for future Councils to follow?**
 - **Interest:** Create an objective, flexible process that can work for different Councils.

Areas Needing Discussion/Agreement

- **What minimum number of Council members are required to bring a petition forward?**
 - **Interest:** Provide a platform for Council members to raise an idea in a way that respects the board's need for efficiency and uses staff resources effectively.

Areas Needing Discussion/Agreement

- **What role(s) should the Mayor and Manager/staff play in the process?**
 - **Interest:** Establish an impartial process where all board members feel assured their request will be responded to timely.

Areas Needing Discussion/Agreement

- **Is the distinction between petitions, resolutions, and proclamations clear enough?**
 - **Interest:** Avoid confusion among Council Members about which part of the process to follow when bringing forward a request.

Areas Needing Discussion/Agreement

1. Should the sitting Council establish a process for future Councils to follow?
2. What minimum number of Council members are required to bring a petition forward?
3. What role(s) should the Mayor and Manager/staff play in the process?
4. Is the distinction between petitions, resolutions, and proclamations clear enough?



Recommendation

- Consider adopting Resolution R-16 approving the process as amended during the meeting and incorporating the process into the Council Procedures Manual.