



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: David Jarrell, City Manager

Date: April 17, 2020

Subject: O-11-20: City Council Meeting - Attendance

This ordinance both allows and places limits on remote attendance by members of the City Council at regularly scheduled (regular and special) Council meetings. Should members be unable to attend a meeting, the procedure remote attendance is prescribed as follows:

Members are required to attend all regular and special meetings of the City Council in person.

If a member is unable to physically attend a meeting due to “serious extenuating circumstances”, the member may attend remotely, with approval from a majority of Council members, provided that:

1. The member makes a written request for remote attendance to the City Council, through the Mayor, no later than five business days prior to the meeting;
2. The City has the technical capability to provide remote access to the City Council meeting;
3. The member has all the materials for the meeting;
4. The member can be clearly heard, seen and understood by those present at the meeting; and
5. The member can clearly hear, see and understand all those present at the meeting.

If remote participation is not approved by the City Council, the member will be listed as absent.

Each member may attend a maximum of three regularly scheduled city council meetings remotely during any calendar year. Attendance for any portion of a meeting will count against the maximum allowed.

Prepared by David Jarrell, City Manager