

RESOLUTION NO. 2023-17

A RESOLUTION PROCEDURAL WRITTEN OUTLINE FOR LAKE POINT COUNCIL SUBCOMMITTEES

WHEREAS Lake Point recognizes the need for clear and comprehensive administrative policies and procedures to guide the operations and decision-making processes of the City Council; and

WHEREAS, it is imperative to establish guidelines that promote transparency, efficiency, and accountability in the governance of Lake Point; and

WHEREAS, the City Council desires to provide a standardized framework for the development, implementation, and review of Items that will be voted upon by the City Council members that will be placed on the agenda;

NOW, THEREFORE, BE IT RESOLVED by Lake Point City Council as follows:

Section 1. The Procedural Written Outline for Lake Point Council Subcommittees set forth in Exhibit A, attached hereto and incorporated herein by reference, are adopted as the rules of order and procedure for the Lake Point City Council.

Section 2. This Resolution shall take effect immediately upon approval.

PASSED, APPROVED, AND ADOPTED on the 14th day of June, 2023

Lake Point

By

Chair

ATTEST:



City Recorder

Voting:

Daniel Crawford

Yea ☒ Nay ☐ Absent ☐

Doyle Garrard

Yea ☒ Nay ☐ Absent ☐

Jonathan Garrard

Yea ☒ Nay ☐ Absent ☐

Kathleen VonHatten

Yea ☒ Nay ☐ Absent ☐

Ryan Zumwalt

Yea ☐ Nay ☒ Absent ☐

Procedural Written Outline for Lake Point City Council Subcommittees when Working on Items that will be voted upon by all city council members:

1. Announcement of Item:

- A member of the subcommittee will make an announcement electronically to the entire city council, informing them about the initiation of work on a specific item.
- The announcement should provide a brief overview of the item and its objectives.

2. Subcommittee Work and Google Docs:

- The subcommittee members collaborate to flesh out the item, gather relevant information, conduct research, and develop a preliminary draft.
- Once the item has been sufficiently developed, it is added as a Google Doc, accessible to all city council members.
- The Google Doc serves as a platform for city council members to discuss, provide input, offer insights, opinions, and suggestions related to the item and generally gain a better understanding of it.
- The item must be available on the Google Doc for a minimum of 7 days to allow ample time for review and input from council members.

3. Optional Feedback Period:

- After the initial 7-day input period, an optional feedback period may also be initiated by the subcommittee who proposed it with a seconding council member.
- During this period, council members can provide additional feedback, propose revisions, or suggest amendments based on the input that was received during the initial review period.
- The subcommittee considers the feedback and incorporates relevant changes into the item as necessary.

4. City Council Meeting:

- Following the period of review and input after uploading the item to Google Docs, the subcommittee shall provide an update, at least monthly, to discuss the remaining aspects of the item. If the item is ready, it can be added to a meeting agenda.
- This meeting can be either a work meeting or a business meeting, depending on the council's preferred format.
- During the meeting, council members deliberate on the item, address any outstanding issues, and make decisions regarding its content and direction.

5. Document Review:

- After the city council meeting, the item is revised and updated based on the discussions held.
- The updated document may be sent to the legal department for review and analysis to ensure compliance with relevant laws, regulations, and any necessary legal considerations before the document is posted for public review or a vote is taken on it.
- The legal review helps identify potential issues, suggest modifications, and ensure the item aligns with the legal framework.

6. Action Item and Voting:

- Once the legal review is complete, the item is brought back as an action item on the city council's agenda.
- It may be further discussed during the meeting, allowing for additional clarification or amendments, if needed.
- The item is then presented for a vote by the city council members, determining its final approval or rejection.