



CITY COUNCIL PROTOCOL MANUAL REVIEW

MAY 22, 2025



Councilmember Grace-Matsui:

1. Bring back 26a - second reading of all ordinance changes, (Undecided).
2. Adjournment 8.06 Order of Business – Regular Meetings. "No meeting shall be permitted to continue beyond 9:00 p.m. without approval of three fourths of the Councilmembers who are present and eligible to vote...." I propose this rule be changed to read "...beyond 10:00pm". (Undecided).
3. Executive Session 8.06 Order of Business – Regular Meetings. I propose we add a section on how to extend an Executive session. According to MSRC, the "If the executive session runs long, the presiding officer must come back to the location of the regular meeting and announce the new time the open session will reconvene." No vote is needed, three other councilmembers don't need to accompany the Mayor back to the dais. (Included in new draft).
4. The Code of Conduct and Ethics Code are repeated, but what about other City standards that apply to Councilors? I'm thinking Weapons policy, Equal Opportunity/nondiscrimination policies, Drug and Alcohol Free workplace policies, etc. (Staff Reviewing).



Mayor Buxton:

5. Add Vision/Mission/Values to the Forward (Included in new draft).
6. Recommend eliminate automatic ending time (also recommended by Grace-Matsui, see #2) (Undecided).
7. 2.08.A.6 – DMMC needs to be reflected to show that Councilmembers shall not serve on appointed City Advisory Bodies. (Will be addressed with future Code updates).
8. 5.03.B – Not practical in real life. Recommend: “The following is my opinion alone and may or may not reflect that of City of Des Moines Staff or my colleagues.” The rest can stay as information for the reader without the need to post.



Mayor Buxton:

9. Update 5.07.A, B, and C Recommend:

- o A. If a Councilmember receives a communication from a member of the community conveying a concern, complaint, or administrative issue, the Councilmember shall cc the City Manager in their response. It will be up to the City Manager's discretion as to further dissemination of the information, and the Councilmember may request to be informed of actions or response to the email.
- o A. If a Councilmember wishes to respond to a communication that has been addressed to the entire Council, they shall cc the City Manager in their response in order to eliminate redundancy and create accountability. It will be up to the City Manager as to the further dissemination of the information.
- o Eliminate B.

10. 8.08.F – Clarify procedure for remote attendance to Council meetings – remote participant should not preside.

Recommend:

- o (paragraph 3) "In the event that the Mayor or chair seeks to attend a meeting remotely, they shall notify the Deputy Mayor/Vice Chair, and the Deputy Mayor/Vice Chair shall preside over the meeting."



Councilmember Mahoney:

11. 4.02 Add C – Any expenses exceeding \$1000 for any councilmember in a calendar year must be approved by the council majority prior to any additional expenses incurred. Failure to Follow this stipulation will require councilmember to be responsible for all additional expenses. The City Manager has the authority to pause any requests outside the normal expenses and bring before the council for approval.

12. 5.07 C Add 5 – Any email received under city email addresses whether as council as a whole or individual must allow time for staff to respond. To ensure transparency any councilmember responding must use city email for all responses, no personal email can be used as a substitute. Any email using personal email with any official city designation or associated with a campaign address i.e. identity as a councilmember possibly giving the inference of a response in any official capacity is not permitted, any such email should they occur must be forwarded to City Clerk so full transparency is established.

13. 7.06 3rd paragraph – add “shall request or direct the City Manager, Department Directors, Staff or outside entity to initiate any action or prepare any report...”

14. 7.08 End of First Paragraph, add sentence. “Councilmember interactions with staff , including the City Manager, shall be in a respectful and professional manner at all times.”



Councilmember Harris:

15. 2.08 A.4 "Standing committees of the Council are open public meetings.

(amend) "All committee meetings shall be noticed to the public, video recorded, and available to the public for viewing..."

16. 2.08 A.6 "Councilmembers may be appointed or removed by the Mayor." Propose to remove.

17. 2.08 "However, at the discretion of the Mayor, Councilmembers may be appointed as liaison to one or more Council-established Citizen Advisory Bodies or other Community agencies/organizations. In their capacity as a Council liaison,"
Propose removing this- No more 'liaisons'.

18. 4.03 Strike. It's already a state requirement.

19. 5.01 Strike first paragraph "Perhaps the most fundamental role of a Councilmember is communication..." Actually, the fundamental role of a Councilmember is "Passing a budget and hiring/firing the City Manager." One might add legislation and oversight.

20. 5.04 Strike first paragraph "To promote a favorable image of the City..."

21. 5.04 C. Strike second sentence "On behalf of the City Council, the Mayor or designated Councilmember..." Propose: The City Manager (or their designated comms) should be the sole voice of the government to the community (residents).



Councilmember Harris:

22. 5.07 C.4.a (amend) E-mail between Councilmembers, and Councilmembers and staff shall not be transmitted to the public or news media unless a public disclosure request has first been filed with the Public Records Officer.

23. 7.04 Second para (amend) "It is important to note that the City Attorney does not represent, or advise, individual members of Council, but rather the City Council as a whole." However, individual members of the Council may ask the City Attorney questions concerning issues of interest to the entire Council.

24. 8.05 -- see below. Strike the word 'standing'.

25. 8.06 L I New Agenda Items for Consideration (amend) "A presenter should come to the dais prepared with research, be afforded time for a brief presentation, and then offer a specific, concise request."

26. 9.03 (see below) (amend) "The City Attorney shall assist and serve the Council as an advisor for interpreting the City Council's adopted Protocol Manual.



Councilmember Harris:

- 27. 7.02 re-instate City Manager mid-year performance review should be the same process as the end of year review.
- 28. 8.06K Ordinances. Re-instate second reading. Do not add a Rule 26b. If there is a real need we can suspend that with 11.05. (similar to what recommended by Councilmember Grace-Matsui)
- 29. 9.01 “If needed, an Ad Hoc committee may be appointed by the Mayor for the purpose of review and advice to the Council.” Recommend removal.
- 30. 11.04 A. (2x rule) Strike second sentence.
- 31. 11.04 D. (Donating time) Strike. Cms should be able to donate time.
- 32. 12.02 Strike. Until we are members, they are not an official resource.