

DATE: December 4, 2017

TO: Mayor Stokes and City Councilmembers

FROM: Charmaine Arredondo, Assistant City Clerk

SUBJECT: Item 7: Remote Participation in Council Meetings

Councilmember Zahn has requested to participate remotely during the December 11 City Council Study Session and Regular Session meetings.

According to Section 6E of the City Council Rules of Procedure, remote participation must be approved in advance at an earlier Council meeting, or before joining a current meeting.

Additional provisions include:

- A Councilmember may participate remotely no more than four times per year (unless required for medical reasons);
- Only two Councilmembers may participate remotely during any one Council meeting;
- Remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Council is being asked to consider the following requests to approve remote participation.

Suggested motion language:

I move to approve the remote participation of Councilmember Zahn during the December 11, 2017 City Council Study Session and Regular Session meetings.