

DURHAM CITY COUNCIL PROCEDURES COMMITTEE MEETING
Thursday, February 14, 2019 @ 1:00 P.M.
2nd Floor Committee Room – 101 City Hall Plaza

Pursuant to the proper notification, the Durham City Council held a Procedures Committee meeting on the above date and time in the City Council Committee Room located at 101 City Hall Plaza with the following members present: Chair and Council Member Charlie Reece, Mayor Steve Schewel, Mayor Pro Tempore Jillian Johnson and Council Member Vernetta Alston. Absent: None.

Also present: Council Members Javiera Caballero, DeDreana Freeman and Mark-Anthony Middleton; City Manager Tom Bonfield, City Attorney Patrick Baker and City Clerk Diana Schreiber.

Chair Reece called the meeting to order, welcomed all in attendance and stated the purpose of the meeting was to discuss the various topics pertaining to Council procedures.

SUBJECT: COUNCIL TRAVEL FUND AND INTERNSHIP POLICY

The committee discussed the current travel allocations for mayor, mayor pro tem and council members:

- Mayor \$18,000
- Mayor pro tempore: 9,000
- Council members 5,000

After discussion, the consensus of the committee was to request an additional \$2,000 per the five council members for travel and training expenditures.

- \$2,000 x 5 council members = \$10,000 budget request

The committee discussed the option of having a stipend for each council member to fund a collegiate-level intern with the following strategy:

Council Member Freeman arrived at 1:34 p.m.

- \$15.00 per hour x 125 hours = \$1,875 per fiscal year
- \$1875 x 6 council members = \$11,250 budget request

The mayor would be excluded from the increase due to having a designated assistant. It was suggested that the program be conducted for one year.

City Manager Bonfield stated that the positions would be advertised through Human Resources. The unpaid interns or those being paid from outside institutions were not processed through HR. Related to a work product, each intern would be required to compile a final report or policy memo to the respective elected official. Utilizing interns would be at each council member's discretion. This language would be incorporated into the Procedures Manual.

It was the consensus of the Committee, that the Transfer of Funds form would be revised to remove the phrase: "The Durham City Council approved the transfer at its meeting held ____."

The City Attorney's Office would update the new Travel Policy and remove the phrase from the Procedures Manual, page 52. The Procedures Manual needed to be updated in paper copy and its online version.

The revision to the Procedures Manual was requested to be placed on the March 7, 2019 Work Session agenda.

SUBJECT: PUBLIC COMMENT PERIOD AT COUNCIL WORK SESSIONS

The current process for public speakers at work sessions involved filling out an on-line form to request to speak through the City Manager's Office ten days in advance of the work session, this was allowed for a maximum of six persons. The ten-day span provided staff time to review the speakers' concerns.

Chair Reece proposed additional four spaces for persons to comment the day of the work session, without the ten-day advance notice.

The Committee members discussed the number of minutes allowed for comment; the number of spots available at three minutes each, signing up ten days in advance and making four spots for same day sign-ups; expressed concerns about staff not having the opportunity to research matters in advance; and spoke to the desire for additional transparency, social equity and maintaining decorum.

It was noted that the Mayor, taking the prerogative of the chair, was allowed to approve speakers to address Council without the ten-day advanced notice.

Mayor Schewel suggested that if six people signed up to speak at the work session, they would be granted three minutes each and if there were ten speakers, two minutes would be granted; therefore, the allotted time would be adjusted from two to three minutes depending on the number of speakers.

City Manager Bonfield departed the meeting at 1:59 p.m.

Council Member Alston departed the meeting at 2:04 p.m.

Council Member Freeman departed the meeting at 2:06 p.m.

After discussion on speaker procedures, Chair Reece stated he would work with the City Attorney to formulate language for the 2 to 3-minute revision and place the item on an upcoming work session agenda.

SUBJECT: GENDER ASSIGNMENT ON BOARD, COMMITTEE, COMMISSION APPLICATIONS

It was the consensus of the Committee that the gender portion of the board, committee and commission application be replaced with a line or box to allow an applicant to self-describe their gender using the following prompt:

- Gender: _____

SUBJECT: PUBLIC COMMENT

There were no speakers signed up for Public Comment.

There being no additional business to come before the Committee, the meeting was adjourned at 2:12 p.m.

Diana Schreiber
City Clerk