

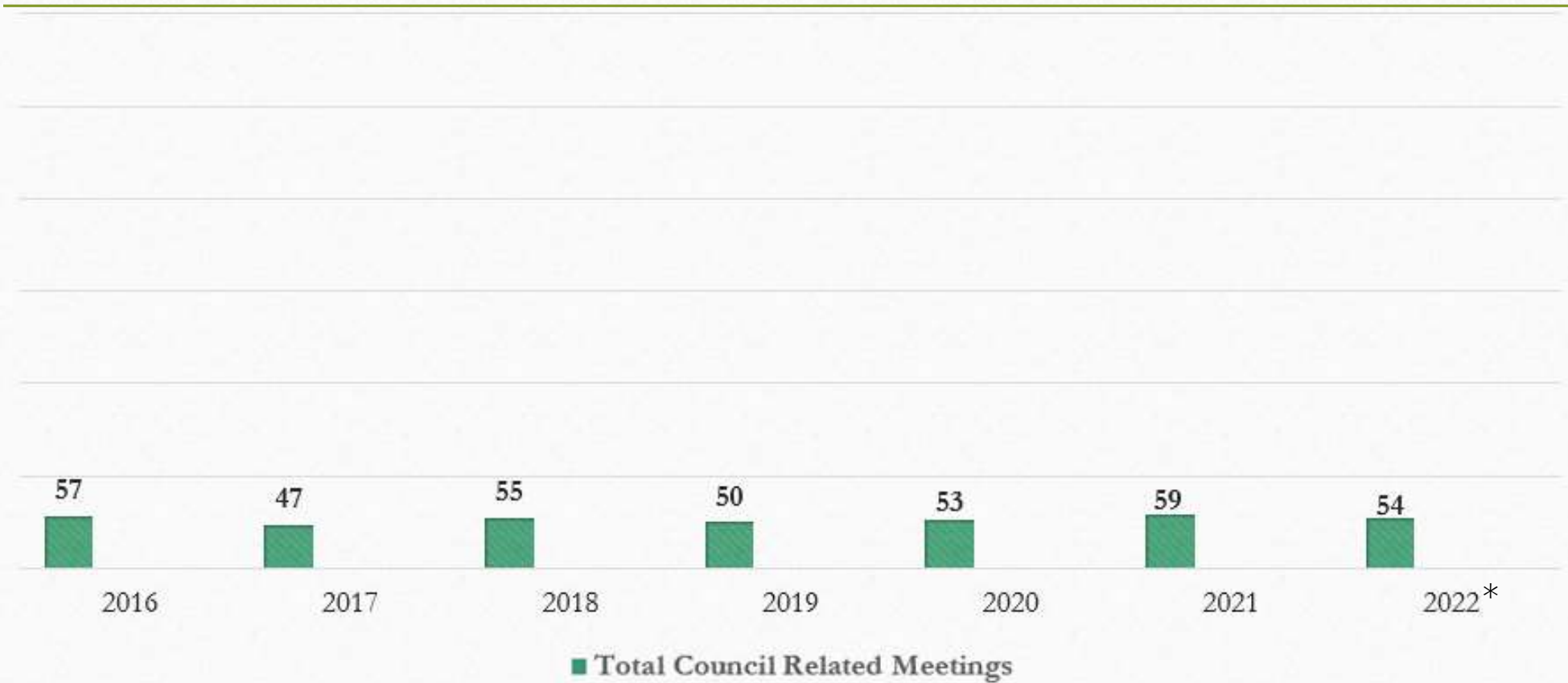
City Council Meeting Options

Presented to the City Council on July 5, 2022

Background

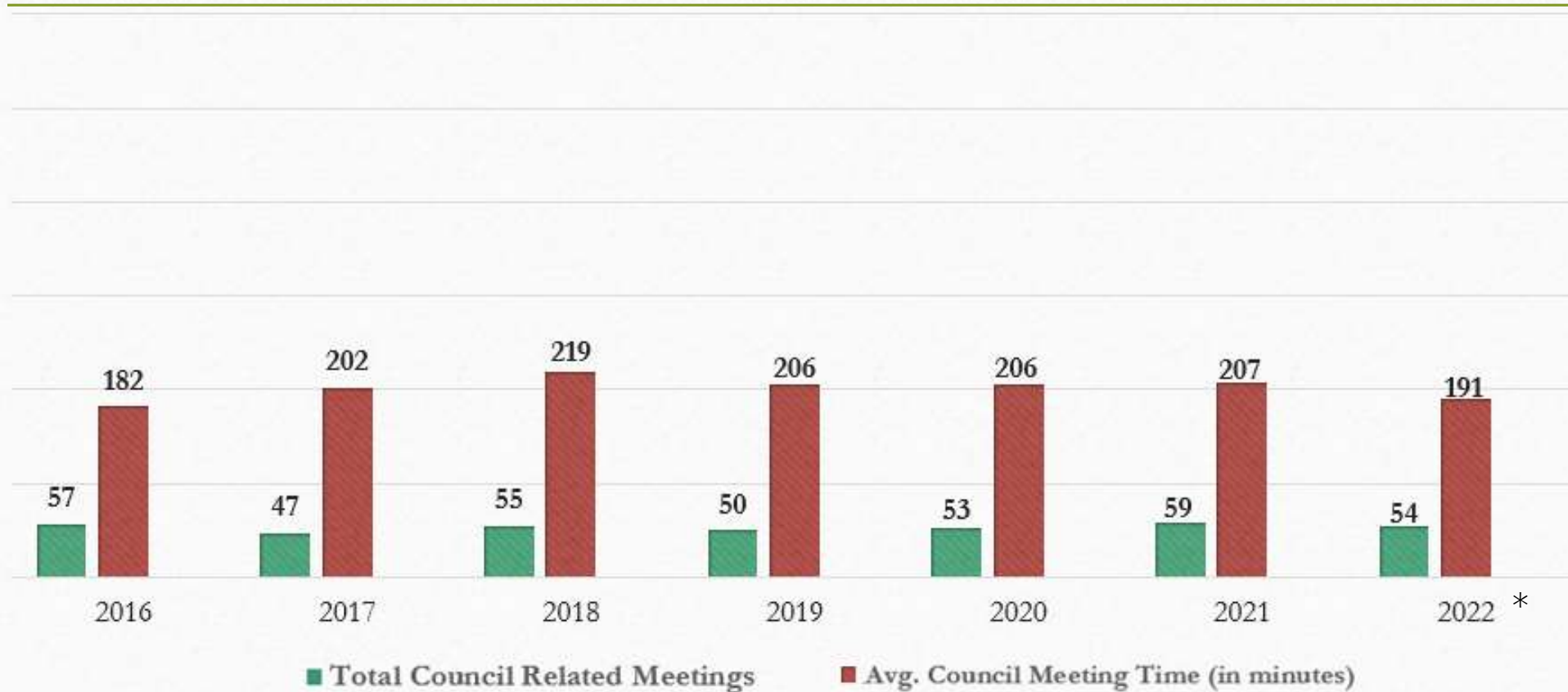
- Staff acknowledges the significant time commitment required to serve on City Council.
 - Thank you for your service to the community!
- Staff has worked to manage increasingly complex City Council agendas and desires to be efficient with your time.
 - Work load has expanded with our growing community, and it is likely to continue growing in the future.
 - Over 70 work session items are planned over the next 6-12 months (see attached exhibit).
 - Many of these items were identified as top or high priority items by the City Council in the fall retreat.
- Additionally, City Council has communicated some concerns about the length of meetings, number of work session items, and frequency of meetings.

Council Meeting Data



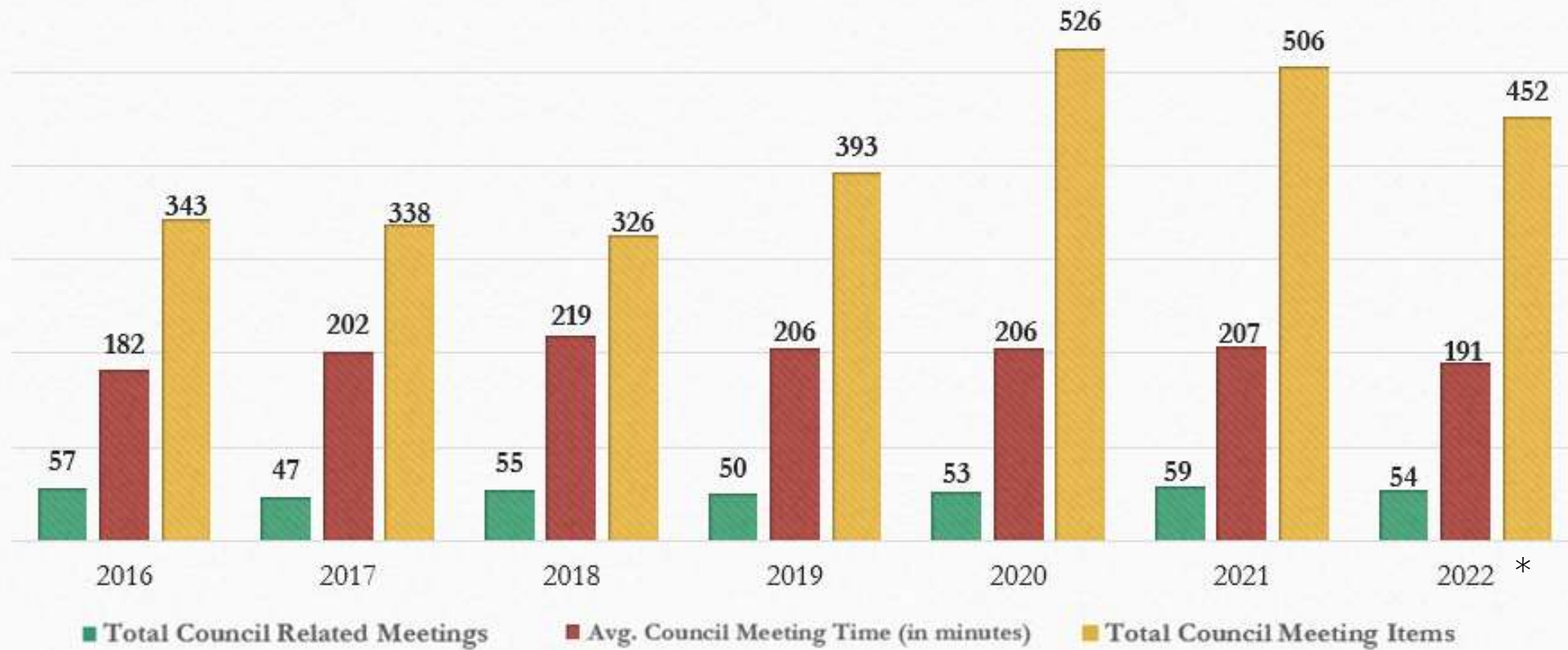
* 2022 full year estimate based on meeting data to date.

Council Meeting Data



* 2022 full year estimate based on meeting data to date.

Council Meeting Data



* 2022 full year estimate based on meeting data to date.

Background (cont'd)

- Conclusion: While the number of meetings and length is comparable over the past few years, it's clear that the work load of the Council has increased significantly.
 - 61% increase in the number of items considered in 2020 versus 2018 as an example.
- Given that the City is growing rapidly, there is a potential for more complex agendas and/or significantly longer meetings.
 - As such, we would like to discuss some potential options to manage Council meetings and be efficient with your time.
- Council has expressed a desire to follow the below schedule to mitigate these issues.
 - First meeting of the month would begin no earlier than 1 pm; work session items would only be permitted from 1 pm to 5 pm.
 - Second meeting would begin at 5:30 pm, and no work session items would be held during this meeting.
 - Special meetings could be held in unusual circumstances.

Options

- Option 1:
 - Proceed with the schedule outlined (e.g. 1-5 pm work sessions at first meeting of the month)
 - Use consent agenda more extensively to reduce the number of discussion items.
 - If items have been previously discussed, or briefed, staff will consider adding the item to the consent agenda regardless of the amount (consistent with Council Policy #17).
 - When possible, shorten work session presentations to focus on Q/A.
 - Full presentations will be provided in Council backup materials for consideration.
 - Establish estimated time needed for each work session item.
 - Provide more detailed information in reports to Council instead of briefings.
 - Any Council member could then ask for a work session discussion on the materials.
 - When work load is greater than time allowed, City Council can prioritize items or call special meeting.

Options (cont'd)

- Option 1 (Cont'd)

- Use Council committees as needed to consider more complex issues (e.g. infrastructure).
- Does Council want to provide management with the discretion to add work session items to the second meeting of the month if:
 - The meeting agenda is not expected to have a significant number of discussion and action items (e.g. July 5th agenda).
 - There is a pressing item that needs Council direction or oversight that was unexpected.
- Council could also consider separate standalone meetings for the budget process (e.g. special all day meeting(s) to consider departmental budget presentations).
- Standalone meetings for City Council retreats should also be considered.

Options (cont'd)

For each of the below options, the Council could also consider incorporating some, all, or none of the additional items mentioned in Option 1.

- Option 2:
 - Create Council Agenda Committee to evaluate priorities and set agenda schedule.
- Option 3:
 - Utilize Council Committees more frequently for a variety of discussion topics.
 - Committees could provide reports to the entire City Council.
- Option 4:
 - Full Council evaluates priority items monthly and determines appropriate meeting schedule.
- Option 5: No changes, some combination of the above, or other?