# City Council Meeting Structure

June 05, 2023

Reports & Presentations

# Purpose

- Review current structure and format of council meetings
- Provide options for possible changes
- Receive feedback from City Council on the following
  - Regular meetings, special meetings, and worksessions
  - Days of meetings and times
  - 4A, 4B, TIF #2, and Council committee meetings
- Review upcoming agenda item forecast

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# Current Structure and Format

Regular Meetings: council formally adopts calendar each year
- 1st & 3rd Mondays (holiday exceptions)
- 1st Monday start time varies depending on reports
- 3rd Monday start time is 5:30pm

Special Meetings: as needed
- Generally days of the week during the regular business hours
- Normally reserved for budgetary or reports and presentations related items

Worksession: currently not utilized
- Worksession items are encompassed into the Reports & Presentations section of the Regular agenda
- Can be a separate agenda will discuss further

4A, 4B, TIF #2, and Council Committees: specific to each one
- Generally held prior to the a council meeting for 4A, 4B, and TIF#2
- Council committees dates and times vary
- Committee members, or the City Manager request these meetings dependent on need
- Finance & Internal Services committee has annual specific meeting requirements related to the Audit, Annual Comprehensive Financial Report

# Regular Meetings

Current process established by council direction (August 2022)

1st Monday meeting – start time varies

- Reports and presentations are added to regular agenda at the beginning

- Public presentations, public comment, public hearings, and development items are not held earlier than 5:30pm

3rd Monday meeting – start time 5:30pm

- Should not include reports and presentations unless requested by city council, deemed critical, or time sensitive

# Benefits and Challenges of Current Format

- Provides better time management of meetings, by holding briefings once a month with an earlier start time
- Items appearing before the Council prior to 5:30pm are generally non-actionable, lessening the impact on working individuals who cannot attend a meeting scheduled earlier in the day
- Second meeting of the month is focused solely on action items, resulting in quicker and more efficient meetings
- Format limits staff's ability to bring reports and presentations items forward to Council to once a month, resulting in potential delays in projects
- Forecasting how long the reports and presentations items will be discussed is challenging to predict, making establishing a meeting start time difficult
- There is potential for confusion in the general public with varying meeting start times

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# Alternative Formats

- Option 1
  - Allow reports and presentations items to appear on the first and second meeting of the month
  - Both meetings begin at a consistent time (historically 5:30, but can be set earlier or later)
  - Format was utilized by the City Council prior to current process

- Benefits and Challenges of Optional Format
  - Provides staff greater flexibility in managing agendas, and bringing items to Council when ready
  - Provides clarity for the general public and Council with consistent meeting start times
  - Results in potentially longer evening meetings, with reports and presentations appearing before Council both meetings of the month

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# Alternative Formats

- Option 2
    - Reports and presentations are only heard the first meeting of the month
    - Reports and Presentations and Regular Meeting posted as two separate meetings, each with a consistent and established start time (ex. Reports and Presentations - 3:00pm; Regular Meeting - 5:30pm)

- Benefits and Challenges of Optional Format
    - Provides consistent start times for general public and Council
    - Items appearing before the Council during the reports and presentation meeting would be non-actionable, lessening the impact on working individuals who cannot attend a meeting scheduled earlier in the day
    - Second meeting of the month is focused solely on action items, resulting in quicker and more efficient meetings
    - Format limits staff's ability to bring report and presentation items forward to Council to once a month, resulting in potential delays in projects
    - Could potentially result in downtime for the Council if briefing items are finished early

# Tentative Agenda Forecast

| June 5 | June 19 |
|---|---|
| • Project Workforce 380<br>• General Government 5 Year CIP<br>• General Debt Service Financial Overview<br>• Council meeting schedule and upcoming agenda forecast<br>• Shannon Creek Discussion | • Emergency Management update<br>• Notification of Intent to Issue Debt (COs)<br>• W&WW 5 Year CIP/Financial Overview<br>• Parks, Golf, Cemetery 5 Year CIP<br>• 4B, PPF and Golf Financial Overview<br>• 4A CIP Plan / Financial Overview<br>• ITS Project Discussion<br>• Third Party Inspection |

| July 6 – Special Session | July 10 |
|---|---|
| • Strategic Plan<br>• Compensation and Benefits<br>• Police<br>• Fire<br>• Public Works/Additional CIP Projects<br>• Parks and Recreation | • Other SRF & Proprietary Funds Financial Overview<br>• General Fund/Supplemental Financial Overview<br>• EMS Ordinance / Mutual Aid<br>• Panchasarp PID Update and Upcoming Items<br>• Gateway Signage briefing<br>• Lakewood Landscape design options<br>• Lakewood resided limited notice to proceed |

| July 24 | August 7 |
|---|---|
| • Hold for briefing on additional budget discussion<br>• Chisolm Summit Sewer Lift Station Contract Award | • BRiCk lobby remodel<br>• PD Design Update and CMAR<br>• Resolution calling PID assessment hearing<br>• PD Expansion programming update<br>• City Hall Renovation Bid Award |

| August 10 – Special Session | August 21 |
|---|---|
| • City Manager's Budget Presentation | • Masterplan and Impact Fee Update<br>• Bldg./Fire/Property Maint. code update<br>• Budget Update if needed<br>• Bond Sale |

# Agenda Forecast

- Budget discussions are starting later than typical
- Regardless of the meeting format moving forward, staff recommends Reports and Presentation be an option for <u>all</u> Regular meetings throughout the remainder of this year's budget process
  - This will provide sufficient time for budget discussions
  - Will limit the number of special called meetings

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# Options

- Follow current practice of council meeting format
- Choose Option 1 or Option 2
  - Option 1
    - Allow reports/presentations on 1$^{st}$ and 3$^{rd}$ meeting
    - Standard start time of 5:30pm
  - Option 2
    - Reports/presentations 1$^{st}$ meeting only
    - Utilize worksession agenda and post two agendas; a worksession agenda and a regular meeting agenda – provides public clear notice of time and content of agenda
    - Establish a set time for worksession agenda – example: 3:00pm
- Choose alternative format as determined by council

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# Questions / Comments