



CITY COUNCIL AGENDA ITEM

SUBJECT: New Agenda Packet Distribution Schedule

AGENDA SECTION: *(check all that apply)*

☐ **PRESENTATION** ☐ **PUBLIC HEARING** ☐ **CONSENT AGENDA** ☐ **OLD BUSINESS**
☐ **NEW BUSINESS** ☒ **OTHER, PLEASE STATE:** Click or tap here to enter text.

CATEGORY: *(check all that apply)*

☐ **ORDINANCE** ☐ **RESOLUTION** ☐ **CONTRACT** ☐ **POLICY** ☐ **STATUS REPORT**
☒ **OTHER, PLEASE STATE:** Discussion

ACTION REQUESTED: ☐ **DECISION** ☒ **DISCUSSION**, ☐ **REVIEW**, or ☐ **UPDATE ONLY**

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Monday, November 14, 2022

Current Council Meeting: Click or tap to enter a date.

SUBMITTED BY: Mayor Jazzmin Cobble, Mayor Pro Tem George Turner, and the City Clerk's Office

PRESENTER: Jazzmin Cobble, Mayor

PURPOSE: Discuss changing the dates and deadlines of Agendas and Packets for City Council Work Sessions and Meetings.

FACTS: Mayor, City Council and the City Clerk's office are working to pilot and implement a new agenda pack distribution schedule to allow more time for the city staff to put the agenda packet together; for the city council to do adequate meeting prep; and for the public to review and submit comments ahead of the work session and council meetings. The proposed pilot schedule would put the distribution of the agenda packet 2 weeks before the scheduled meeting. Other internal dates will be adjusted to accommodate for the two week schedule as well. As an example, the agenda packet for the December 12th Work Session would be distributed to the public via the website on November 28th. The agenda packet for the December 27th Council Meeting would be distributed to the public via the website on December 12th. This 2 week schedule will create the scenario where 2 agenda packets are posted on the website concurrently (ex. the agenda packet for the Nov. 28th council meeting will be on the website as well as the agenda packet for the December 12th) however the agenda packet for the 28th would have arrived first. This new schedule will



CITY COUNCIL AGENDA ITEM

take a few months to pilot & perfect but we are confident that a better process for agenda packet distribution will arise as a result. We are going to attempt the first distribution cycle to begin with the December 12th work session so the agenda packet would be on the website by November 28th.

OPTIONS: Choose an item. Click or tap here to enter text.

RECOMMENDED ACTION: Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - November and December Calendars
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.