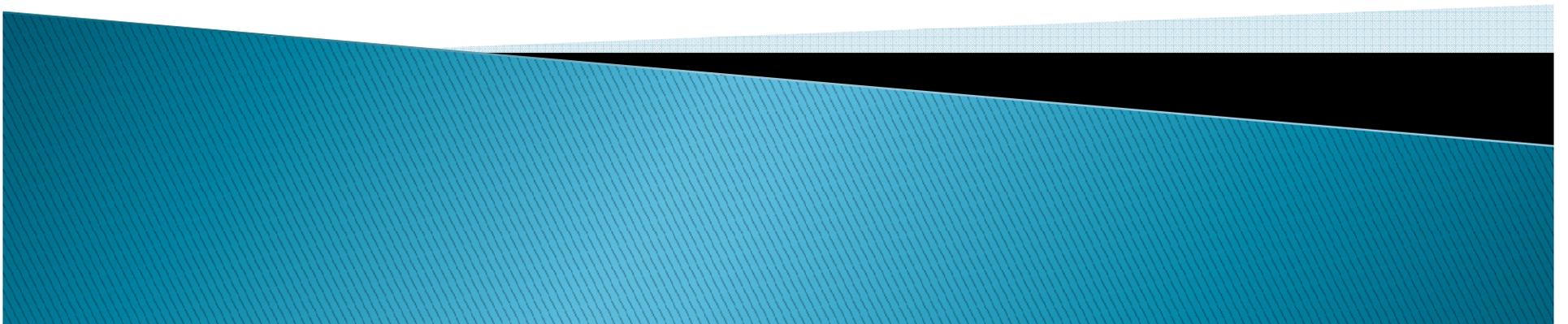
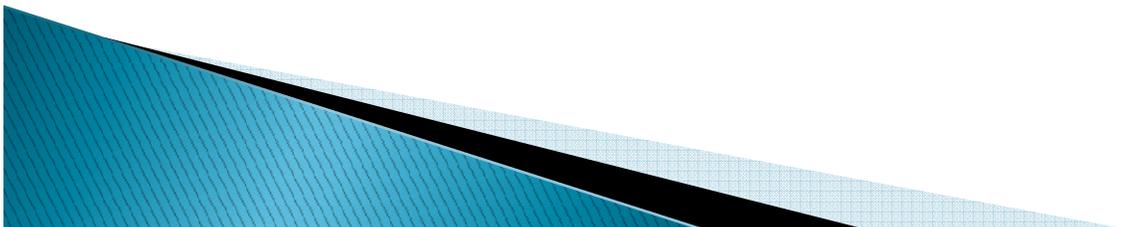


# Meeting Management Recommendations



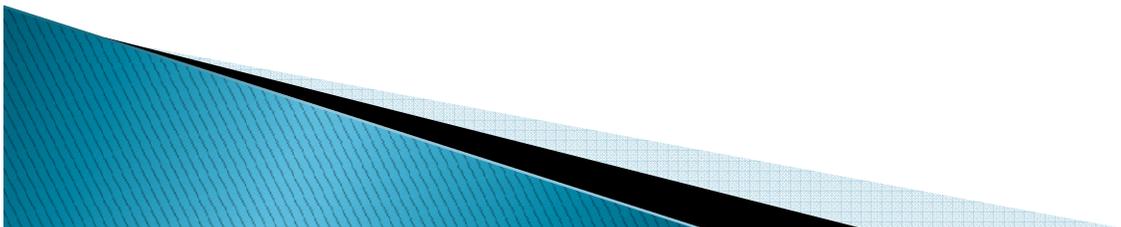
# Council Direction

- ▶ Remove meeting management sections out of code to make changes easier
- ▶ Create meeting management procedures to run meetings more efficiently
- ▶ Results:
  - Staff has 2 items for approval, an ordinance and resolution.



# Ordinance

- ▶ The ordinance would repeal sections of 2–5 related to meeting management.
  - Sections of the code that were redundant with state law were removed.
  - Sections of the code that were more applicable in other places were moved.



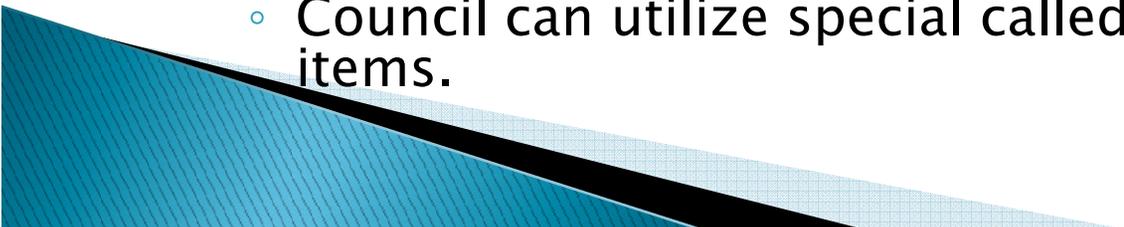
# Resolution

- Council will adopt the former sections of code as “meeting procedures” via a resolution.
- Council can waive any of the requirements of the Procedures for a particular agenda item, without amending the Procedures. Changes include:
  - If council were considering an item before 10 p.m., they may continue. After finishing the item, council will vote to extend the meeting.
  - Electronic publishing of the draft agenda 9 days before will no longer be required.
  - Items from Council will be due to the agenda office 2 business days before posting
  - Citizens donating time would only be able to donate 2 minutes.
  - Citizens may sign up for General Citizen’s Communication once every 6 weeks



# Administrative Changes

Some meeting management changes can be handled administratively.

- The City Manager may implement a two-weeks out posting
    - Zoning cases would be submitted with staff reports, with ordinances to follow a week later (still 1 week before the meeting)
  - The Agenda Office will continue to require backup with IFC submittals
  - Q&A will open earlier and Agenda Office will send daily updates
  - Council will make an effort to utilize Q&A for staff questions and pull items at work session for discussion among Council.
  - The City Manager may limit the number of briefings at work session
  - Council can utilize special called meeting for high profile items.
- 

## Sample 2 Weeks Out Posting Workflow

SUN	MON	TUES	WED	THURS	FRI	SAT
23	24 Staff launches department items	25	26	27	28	29
		 Legal/Financial staff review				
30	31	1	2	3	4	5
		 Legal/Financial staff review				
6	7	8	9 CMO Agenda Review	10	11	12
13	14	15	16 IFC's Due to Agenda Office by 5:00 pm	17	18 Final Agenda Posts (zoning items with staff report only) Q&A Opens	19
20	21	22	23	24	25 Addendum if necessary (Ordinances are added to zoning items)	26
27	28	29 Work Session Q&A Closes	30 Q&A distributed at noon	31 Council Meeting		