



# CITY COUNCIL MEETING EFFICIENCIES

APRIL 5, 2021



## BACKGROUND

- February 6, 2021 – City Council Priority/Planning Session
- Discussion of Meeting Efficiencies
- Amendments to:
  - Municipal Code
  - Administrative Code
  - City Council Handbook

## COUNCIL AGREED UPON CHANGES

- Closed session will begin one hour before the City Council meeting unless otherwise arranged. Action items will be placed first on the agenda.
- Regular City Council meetings to begin at 6:00 p.m. and end at 10:00 p.m. unless a majority votes to go past 10:00 p.m.
- Unless otherwise arranged, adjourned meetings shall be to the following day of the original Council meeting, at a specified time and place.

## COUNCIL AGREED UPON CHANGES (CON'T)

- Visual timer shall be posted for all presenters, and all City Council Members during their comments.
- 3-question limit per City Council Member. Once every Council Member has had a chance to ask an initial 3 questions, additional questions may be taken.

## COUNCIL AGREED UPON CHANGES (CON'T)

- Written Public Comment must be received no later than 11:59 a.m. Sunday prior to the Monday City Council meeting to provide the community the opportunity to use the weekend for agenda review. All Public comment submitted by the deadline will be distributed to the City Council no later than 3:00 p.m. on the day of the meeting and will be made part of the official record. Written public comment will not be read out loud.
- City Council policy priorities shall be re-prioritized two times per year.

## WEB FORM - WRITTEN PUBLIC COMMENT

- Will be accessible from the City website
- Able to be used for all public meetings
- Limit one comment per person per item
- Comments will be incorporated into official record in Legistar
- Comments must be submitted prior to the meeting deadline
- Email, Name will be optional
- Mobile friendly (accessible from all devices)
- Researching multilingual approach

# ACTIONS

## Action #1

- Approve first reading of Ordinance – Start and End Time of Meetings

## Action #2

- Adopt a Resolution making changes to the Administrative Code and City Council Handbook – All Other Actions



# ■ QUESTIONS