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MEMORANDUM

To: Honorable Mayor and City Council

From: Sharon Lowery, City Clerk

Date: August 13, 2009

Subject: City Council Meeting Schedule and Agenda Portfolios

Several members of Council have commented that there is a need for more time for Council to review the agenda and supporting documentation prior to the meeting on Monday night. In an attempt to address that concern, I would like to offer the following two options for your consideration, understanding that there are pros and cons to both.

- Option A) City Council meetings held every other week (no work sessions)
  Preliminary agenda emailed to Council at 5:00 P.M. on Monday afternoon
  All comments due from Council by 5:00 P.M. on Wednesday afternoon
  Agenda with incorporated changes emailed to Council at 5:00 P.M. on Thursday afternoon
  Agenda emailed and posted to website at 5:00 P.M. on Friday afternoon

- Option B) City Council meetings held the 2nd, 3rd, and 4th Monday of each month
  Preliminary agenda emailed to Council at 5:00 P.M. on Monday afternoon
  All comments due from Council by 5:00 P.M. on Wednesday afternoon
  Agenda with incorporated changes emailed to Council at 5:00 P.M. on Thursday afternoon
  Agenda emailed and posted to website at 5:00 P.M. on Friday afternoon

With Option A there is the potential for Special Called Meetings; however, this is something that could occur with the current meeting schedule. It would be important for Council review the preliminary agendas and supporting documentation and have their comments back to Staff by 5:00 P.M. on Wednesday.

With Option B there is the potential for confusion with two agendas and supporting documentation out at the same time. It becomes even more important that Council review and comment back by 5:00 P.M. on Wednesday to ensure that the requested changes are made to the corrected version of ordinances, resolutions, etc.