



Legislation Details (With Text)

File #: 20-358 **Version:** 1 **Name:**
Type: Informational Item **Status:** Council Business
File created: 6/19/2020 **In control:** City Council
On agenda: 7/22/2020 **Final action:**
Title: Informational item related to City Council's request to discuss the addition of an agenda review meeting.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

CITY COUNCIL AGENDA ITEM

Memo Date: June 11, 2020
Agenda Date: July 22, 2020
Prepared By: Matthew Fuhrer, Interim City Manager
Through:
Requested Action:
Informational item related to City Council's request to discuss the addition of an agenda review meeting.

BACKGROUND:

At the May 20th regular City Council meeting staff was requested to bring back information related to the addition of a City Council agenda review meeting. The purpose of the meeting would be to allow for members of City Council to have additional discussion with staff as well as other members of the board. City staff researched other jurisdictions locally as well as around the state to determine if an agenda review meeting is held, what the format is and when it occurs in relation to the meeting.

Survey of Space Coast Jurisdictions

Jurisdiction	Individually Meet with City Manager	Individually Meet with Staff *	Council Member Agenda Review Meeting
Palm Bay	Prior to City Council Meeting	No	No
Melbourne	Prior to City Council Meeting	No	No

Indian Harbour Beach	Prior to City Council Meeting	No	No
Satellite Beach	Prior to City Council Meeting	No	No
Cocoa Beach	Prior to City Council Meeting	No	No
Palm Shores	No	No	No
Cape Canaveral	Prior to City Council Meeting	No	No

*It is important to note that while none of the Space Coast jurisdictions have formal scheduled individual City Council and staff meetings, almost all offer the meetings or conduct them based on the complexity of the items on the agenda.

Current City of Cocoa Practice

The City of Cocoa City Council members have the discretion to meet with the City Manager in advance of each City Council meeting to review the upcoming agenda. Should additional information be requested a meeting is coordinated with the appropriate staff member to assist. Items with significant operational or community impact may be scheduled for a City Council workshop for presentation and discussion on a case by case basis.

City of Orlando

The City of Orlando hosts an agenda review meeting that occurs directly before the regular City Council meeting. One primary purpose of the meeting is to allow for public comment on the consent agenda. This meeting is typically up to 3 hours in length prior to the City Council meeting.

Winter Haven

The City of Winter Haven hosts an agenda review meeting that occurs at varied times (one week to two weeks) in advance of the regular City Council Meeting. The meeting discussion is based on the level of interest or complexity of the agenda.

Through the overall review of other local government practices, it would suggest that each local government is somewhat unique and the majority are consistent with the City's current practice.

Items for Consideration

- The addition of an agenda review meeting provides an opportunity for City Council Members to have additional conversation related to upcoming agenda items and inform each other of their perspective.
- The additional review meeting may allow for the regular City Council Meetings to progress more efficiently due to member discussion in advance.
- Public transparency may be enhanced through the use of agenda review meetings as there would be more opportunity for the public to understand City Council perspective and more detailed staff reporting.
- Should all members of City Council attend the agenda review meetings it could be ensured

that all members have received the same information.

- Staff works to provide each member of City Council accurate and consistent information in advance of each meeting. In the event that City Council members would miss an agenda review meeting they may not be privy to all the information exchanged at the meeting and between members.
- City Council meetings and workshops are currently hosted in the evening hours to accommodate members of the public as well as City Council members that work a regular schedule outside of their duties as City Council members. Should additional meetings or the timing of meetings be altered it may impact the interest of prospective City Council members within the community due to the time commitments associated with the position.
- While the meetings would be limited to staff that have specific items for discussion, the addition of an agenda meeting would result in additional time requirements for staff that still need to fulfill their regular duties.
- Currently the internal procedure for agenda items with a financial impact have a submission date of 2 ½ weeks prior to the City Council meeting. These items are typically finalized 6 days in advance of the City Council meeting. In order to accommodate an agenda review meeting the timeline would need to be adjusted and submissions would either need to be made sooner or delayed until the next meeting.
- Council always has the ability to schedule workshop meetings, on a case-by-case basis, when Council determines that an agenda item requires more review and discussion before final action.
- Some agenda items, such as quasi-judicial land use matters, are not appropriate for agenda review meetings because of required due process hearing procedures.

In addition to the regular City Council meetings, the City as a matter of practice hosts a number of City Council workshops throughout the year. These workshops are scheduled for matters that require significant presentation and discussion in advance of producing an agenda item or information for the City Council to review. Outside of the workshops there are approximately 28 City Council meetings per year including the annual budget process. The formal meetings are outside of town hall meetings, city meetings and community meetings members wish to attend.

STRATEGIC PLAN CONNECTION:

BUDGETARY IMPACT:

Budgeted	N/A
If not budgeted, is amendment/transfer attached?	N/A

PREVIOUS ACTION:

Enter text here

RECOMMENDED MOTION:

Enter text here, same as Requested Action