



City Council Meetings

**City Council Work Session
September 21, 2021**

Purpose of Presentation

- Review current meeting requirements and schedule
- Overview of meeting schedules in other cities
- Review of public presentation requirements
- Proposed change for Council Meetings
- Review November 2021 – December 2022 proposed meeting calendar
- Receive Council feedback and direction

City Charter Requirement

Per Chapter III, Section 5 of the City Charter:

The Council shall meet at such times and places as may be prescribed by ordinance or resolution but not less than forty-four (44) regular and special meetings shall be held each calendar year.

- Not required to meet on Tuesdays or at night
- Current City Attorney opined that Work Sessions are Council Meetings and count towards the 44 required meetings.

Current Schedule

- Work Session and Council Meetings held on Tuesdays
- Work Session at 3 pm and Council Meetings at 7 pm
- Once a month:
 - Day meeting with Work Session at 8:30 am and Council Meetings at 10 am

Other Texas Cities

CFW is **the only large city in Texas** that holds the Work Session and the Council Meeting on the same day and meets at night.

Austin: (City Charter requires one meeting per week)
Work Session on Tuesdays at 9:00 am
Council Meeting on Thursdays at 10:00 am

Dallas: (No meeting requirement in the City Charter)
Briefings (Work Session) 1st and 3rd Wednesday of the month at 9:00 am
Council Meeting: 2nd and 4th Wednesday of the month at 9:00 A.M.

Houston: (City Charter requires one meeting per week)
Tuesdays: 1:30 PM Roll Call, Adopt Minutes of Previous Meeting; 2:00 PM - Public Comments, 5:00 PM - Recess
Wednesdays: 8:00 AM - Reading of captions by the City Secretary. 9:00 AM – Meeting

San Antonio: (City Charter requires one meeting per week)
Work Session on Wednesdays at 2 pm followed by Public Presentations at 5 pm for one hour
Council Meeting on Thursdays (except 4th Thursdays) at 9:00 am; adjourns at 6 pm

Public Presentations

- **Must** allow speakers on posted agenda items
- **Not** required to have Public Presentations
 - If allowed, time allotted must be reasonable
 - Must comply with the First Amendment - can't discriminate based on topic
- **Current Rules:**
 - Public Presentations held at the end of each City Council meeting
 - No total time limit for each meeting – each person signed up allowed to speak
 - A member of the public can speak at every City Council Meeting if s/he timely signs up
 - No limitation on the number of times a member of the public may speak in a month or on the same topic
 - Speaker can talk one time for 3 minutes; 6 minutes for a group of 10
 - Mayor can reduce the time to 2 minutes if needed
 - Public has the right to criticize policies, procedure, programs or services of the City or of the actions or omission of the City Council or City staff.
 - Can not engage in any disorderly conduct which disrupts the orderly conduct of any City Council Meeting

Public Presentations in Texas Cities

- | | |
|--------------------|---|
| Dallas | 5-person limit at the beginning of the meeting, remainder of speakers at the end of the meeting. A speaker can only speak once every 30 days |
| El Paso | 60 minutes before the beginning of the meeting allotted for Public Presentations |
| Houston | Total time 180 minutes; speaker reduced to 1 minute if he or she spoke at any of the 4 previous meetings |
| San Antonio | 60 minutes at 5 pm after work session; adjourns at 6 pm |

Cities Outside of Texas

Tulsa	5 minutes for each speaker; limited to 2 topics per meeting; same topic can't be discussed within same 180 days
Charlotte	Speaker forum 1x per month; maximum of 10 speakers each meeting. A speaker may only speak 1x per quarter
Columbus	6 speaker limit; no more than 3 speakers on any one topic
Denver	30 minutes allotted before the beginning of the Council Meeting; preference given to those who did not speak at previous meeting.
Phoenix	5 speakers allowed before the meeting; remainder of speakers at the end of the meeting
San Diego	30 minutes before the beginning of the meeting; remainder of speakers at the end of the meeting

Public Presentation Options

- Limit the total time each meeting that is dedicated to Public Presentations
- Limit the maximum number of people that can speak each meeting during Public Presentations
- Limit number of times that a speaker can speak during a certain time period such as 1x per month or 1x per quarter
- Limit the number of times the same topic can be discussed during a certain time period (each meeting, 1x a month or quarter, for example) either by the same speaker or by all speakers
- Allow every speaker that signs up to speak (current practice)

Proposed New Meeting Schedule

Hold the Work Session and Council Meeting on Different Weeks starting November, 2021

Work Sessions: 1st and 3rd **Tuesdays** of the month

- Executive Session at 12 noon
- Follow with Work Session at 1 pm
- Council Meeting at 5:30 pm for approval of prior meeting minutes and to hold Public Presentations (San Antonio model)
 - Limit the number of speakers; or
 - Limit the time allotted; or
 - Allow everyone that has timely signed up to speak (current practice)

Council Meetings: 2nd and 4th **Tuesdays** of the month

- 2nd Tuesday at 5:30 pm – agenda would include the Zoning cases;
- 4th Tuesday at 10 am

NOVEMBER – DECEMBER – 2021 PROPOSED SCHEDULE

1st and 3rd Tuesdays: Executive Session - 12 pm; Work Session - 1 pm;
 Council meeting for Public Presentations - 5:30 pm
2nd Tuesday: Council Meeting, includes Zoning - 5:30 pm
4th Tuesday: Council Meeting - 10 am

November 2021						
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December 2021						
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MEETING LEGEND
Executive Session–Noon; Work Session–1:00 pm; Council Meeting–5:30 for Public Presentations
Council Meeting (with Zoning)–5:30 pm
Council Meeting 10:00 am
Council Meeting Canceled

NOTES
November 17-20: NLC – Salt Lake City
November 23: Council Meeting Canceled (Thanksgiving week)
November 25-26: Thanksgiving Holiday
November 30: No meeting (5 th Tuesday)
December 21: Work Session Canceled (Christmas Week)
December 24: Christmas Holiday
December 28: Council Meeting Canceled (New Year's Eve week)
December 31: New Year's Day Observed

2022 JANUARY - JUNE CITY COUNCIL PROPOSED SCHEDULE

1st and 3rd Tuesdays: Executive Session - 12 pm; Work Session - 1 pm;
 Council meeting for Public Presentations - 5:30 pm
 2nd Tuesday: Council Meeting, includes Zoning - 5:30 pm
 4th Tuesday: Council Meeting - 10 am

January 2022						
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February 2022						
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June 2022						
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January 1: New Year's Day – Holiday Observed December 31 st
January 17: MLK
March 6-10: NLC
March 14-18: FWISD Spring Break
March 15: Council Meeting Canceled (Spring Bk)
May 30: Memorial Day Holiday
May 31: No meeting (5 th Tuesday)
June 18: Juneteenth Holiday
June 29: No Meeting (5 th Tuesday)

MEETING LEGEND
Executive Session–12 pm; Work Session–1:00 pm; Council Meeting–5:30 for Public Presentations
Council Meeting (includes Zoning)–5:30 pm
Council Meeting 10:00 am
Council Meeting Canceled

2022 JULY- DECEMBER PROPOSED CITY COUNCIL SCHEDULE

1st and 3rd Tuesdays: Executive Session - 12 pm; Work Session – 1 pm;
 Council meeting for Public presentations - 5:30 pm
 2nd Tuesday: Council Meeting - includes Zoning - 5:30 pm
 4th Tuesday: Council Meeting - 10 am

July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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July 4: July 4 th Holiday
July 5-26: Work Sessions & Council Meetings Cancelled (Summer Break)
*August 2: Capital Budget Presentation
*August 16: Operating Budget Presentation
August 18-19: Budget Work Sessions
August 30: No Meeting (5 th Tuesday)
September 5: Labor Day Holiday
September 8-9: Budget Work Sessions
October 4: National Night Out
October 5-7: TML San Antonio
November 16-19: NLC Kansas City
November 22: Council Meeting Canceled
November 24-25: Thanksgiving Holiday
December 20: Work Session Canceled
December 27: Council Meeting Canceled

MEETING LEGEND
Executive Session–12 pm; Work Session–1:00 pm; Council Meeting–5:30 for Public Presentations
Council Meeting (includes Zoning)–5:30 pm
Council Meeting 10:00 am
Council Meeting Canceled

Special Called Meetings Scheduled

Two Joint Meetings with Retirement Board (once every 6 months as required by statute)

One Council Planning Retreat (February 10, 2022)

Two Initial Budget Work Sessions (August 18-29, 2022)

Two Budget Work Sessions as needed (September 8-9, 2022)

Total Number of Meetings for 2022

- 72 potential combined regular/special meetings
 - 67 regular meetings
 - 7 potential called – special/work sessions

City Charter: no less than 44 meetings must be held

Next Steps

- If City Council agrees, staff will prepare a Resolution reflecting the new meeting schedule for consideration by the Council at the **September 28th** Council Meeting.

New schedule would start November, 2021

- If your direction is to stay with the current Council Meeting schedule for 2022:
 - Staff will prepare Council Meeting calendar for 2022 and present to Council at the November 2nd Work Session meeting.
 - Staff will prepare Resolution changing and canceling those dates for consideration at the November 9th Council Meeting.

Questions

