



**AGENDA  
CITY OF CEDAR FALLS, IOWA  
CITY COUNCIL WORK SESSION  
MONDAY, APRIL 19, 2021  
6:05 PM AT CITY HALL**

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**The meeting will also be accessible via video conference and the public may access/observe the meeting in the following ways:**

- a) By dialing the phone number +13126266799 or +19292056099 or +12532158782 or +13017158592 or +13462487799 or +16699006833 and when prompted, enter the meeting ID (access code) 962 7287 1738.
- b) iPhone one-tap: +13126266799,,96272871738# or +19292056099,,96272871738#
- c) Join via smartphone or computer using this link: <https://zoom.us/j/96272871738>.

**Call to Order by the Mayor**

1. City Council meeting packet deadline.  
(30 Minutes, City Clerk Danielsen)



# ***City Council Packet Deadline Presentation***

## ***City Council Work Session April 19, 2021***



# Background

- During a City Council Goal Setting Session – City Council expressed desire to discuss reconsideration of council packet submission deadlines.
- Current deadline to publish City Council meeting agenda/packet is 4 pm on Friday prior to the City Council meeting (3 days prior to meeting).
- Agenda item submission deadline is noon on Thursday (1 day prior to being published).



# Comparable Cities

- Comparable cities surveyed: 13 of 18 cities publish their council meeting agendas/materials at least 4 days prior to the meeting.
  - 9 cities publish 4 days prior to meetings
  - 4 cities publish 5-6 days prior to meetings
  - 5 cities publish 3 days prior (same as Cedar Falls)



# Options

- **1.** Continue with current council packet deadlines:
- Pros:
  - No changes required to policies, ordinances or agenda submission deadline
  - Less confusion for public and staff
- Cons:
  - Only 3 days for City Council and public to review meeting materials



# Options

- **2.** Move publication date back for City Council meetings on Monday:
- Pros:
  - Additional time for City Council and public to review meeting materials
  - No ordinance change required
- Cons:
  - Revision to Admin Policy No. 7 required
  - Agenda item submission deadline pushed back, which will affect P&Z and other Commissions items
  - Deadline could negatively impact developers, citizens and businesses



# Staff Recommendation

- If City Council wishes to make changes to council meeting agenda/packet deadlines, Staff recommends moving the publication day back one day to Thursday for Monday meetings.
- Revise Admin Policy No. 7 appropriately.
- Agenda submission deadline becomes noon, one day prior to agenda/meeting packet publication.
- No additions or revisions to agenda/materials allowed after being published.



# QUESTIONS?