



## Legislation Details (With Text)

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**Type:** Conference Session Item      **Status:** Agenda Ready  
**File created:** 4/29/2021      **In control:** Town Council Work Session  
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**Title:** Town Council Preview of Upcoming Council and Conference Session Meetings Ideas  
**Sponsors:**  
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Date	Ver.	Action By	Action	Result
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### Subject:

TOWN COUNCIL PREVIEW OF UPCOMING COUNCIL AND CONFERENCE SESSION MEETINGS IDEAS

### BACKGROUND SUMMARY :

Town Council and Conference Session agenda topics are planned months in advance. The goal is to provide the Town Council with an opportunity to preview upcoming Town Council agendas, which will give Town Staff more clarity in understanding how to best serve the Town Council and Town residents when the agenda items are before the Town Council during the meetings. It also will allowing Town Staff to understand if a particular agenda item should be presented on a different day than what is currently planned.

### OVERVIEW :

The concept of previewing upcoming Council Meetings provides Town Councilmembers with an opportunity to ask questions and briefly comment on upcoming agenda items.

### SUMMARY/STAFF IMPRESSIONS :

It is Town Staff's impression that if this concept is implemented, then each Town Council meeting will more precisely address the needs of the Town Council and residents.

### RECOMMENDATION :

I recommend that the Town Council allow 15 minutes at the beginning of each Town Council meeting to preview the upcoming Town Council meeting and Conference Session at least two weeks in advance of the respective meeting. If a particular item generates a lot of discussion, then the conversation can continue after the Council meeting by phone, over email or in person.