



# Town of Vienna

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## Legislation Text

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**File #:** 19-1420, **Version:** 1

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### **Subject:**

Placing Items on Town Council Agendas, Initiating Staff to Research Matters, and Town Council Meeting Start Time at 7:30 P.M.

### **BACKGROUND SUMMARY :**

This work session item considers how Town Councilmembers add items to Town Council agendas. Town Code permits the addition of agenda items to Town Council agendas at the request of one Town Councilmember. This work session item also considers how Town Councilmembers may request that staff conduct research. Lastly, this item considers moving Town Council meetings to a 7:30 p.m. start time.

### **OVERVIEW :**

While Town Code provides the specific manner in which Town Councilmembers may place items on a Town Council agenda, it will be helpful for staff to hear Councilmember's expectations regarding adding items to agendas. The most critical aspect of this question relates to instances when the majority of Town Council is in opposition to an individual Town Councilmember's request.

### **RECOMMENDATION :**

I recommend that Town Council accept the attached forms (revised or unedited) as the procedure for adding items to Town Council agendas and requesting that staff research matters. It is Town staff's intention to incorporate these forms in addition to current methods used, such as requests by email, phone, in person, and other commonly used methods. If Town Council accepts these forms, then once a request is made, a completed form will be sent to the entire Council so that all Councilmembers are aware of the request.