

**CITY COUNCIL AGENDA TOPIC**

Proposed Change to Council Meeting Day and Frequency of Meetings

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**EXECUTIVE SUMMARY****DIRECTION**

Tonight, staff will present options for proposed changes to the Council meeting day and frequency of Council meetings. Staff seek direction on which, if any, changes to the Council rules and Bellevue City Code (BCC) to prepare and bring back for Council consideration at a future meeting.

**RECOMMENDATION**

Direct staff to prepare legislation to amend the Council's rules of procedure and the Bellevue City Code concerning meeting day and/or frequency of meetings for consideration and action at a future meeting.

**BACKGROUND/ANALYSIS**

Last year, former City Manager Brad Miyake introduced a proposal to 1) adjust the Council meeting day from Mondays to Tuesdays, and 2) reduce the frequency of Council meetings from four meetings a month to three meetings a month. The proposals did not move forward last year, and staff have been asked to bring the proposals back for Council consideration at this time. Each of these potential modifications would require changes to the Council rules of procedure (Resolution 10291) as well as the BCC.

**Council Meeting Day**

Historically, Council meetings have been held on Monday evenings and the Council has provided initial feedback that moving to Tuesday evenings would be beneficial. One reason for considering such a change includes providing more time between the Council agenda publication and the Council meeting day. Currently there are two business days between publication and meeting day. Should the Council choose to move forward with modifying the meeting day to Tuesdays, it would result in three business days between publication and meeting day, as staff anticipate continuing to publish the packet on Thursdays, when possible. Doing so will allow more time for Councilmembers to ask and receive answers to questions in preparation for the meeting, while simultaneously giving community members added time to review agenda items and become informed on topics coming before the Council. An additional consideration is that there are fewer instances of government holidays on Tuesdays, resulting in less frequent impacts to the processing and publication schedule of the Council agenda.

**Council Meeting Frequency**

Over the past 13 months, staff have piloted a model where three regular Council meetings are held per month, except for August and December which are months that include Council recess periods. To achieve the three meetings per month, one of the regular meetings was cancelled, typically around a

holiday.

Setting a consistent schedule of Council meetings occurring the first three weeks of the month would ensure transparent scheduling for Councilmembers and community members and based on the experience of the past 13 months, could accommodate the current workload within the time limit established for each Council meeting. Staff anticipate there will be some instances where additional time is needed to discuss Council topics, and an optional meeting may be added to the schedule based on need. This special meeting, by definition, could be added to the calendar during the 4<sup>th</sup> Tuesday of any month, excluding August and December, to address emergent or important issues.

Council may also opt to make no change to the meeting frequency and leave the council rules as they currently are, with four regular meetings and continue to have the ability to cancel meetings if not needed. Staff anticipate that on average, one meeting per month would continue to be canceled most months.

Tonight, staff seek any final feedback from Council on the proposals to change the meeting day and frequency of meetings. Should the Council choose to move forward with one or both proposed changes, staff will draft the necessary legislation and bring it back for Council consideration at a future meeting. In addition, if any changes are directed, staff propose a delayed implementation of those changes until April of 2024. This allows staff to make changes to the internal processes and timelines that support the Council agenda publication, and to communicate these changes broadly to the public.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

RCW 35A.12.120 states that “The council shall determine its own rules and order of business and may establish rules for the conduct of council meetings and the maintenance of order.” The City Council operates under special rules of procedure adopted by Council Resolution 10291. In addition, RCW 42.30, the Open Public Meetings Act, governs the way in which Council meetings are conducted.

### **Fiscal Impact**

There is no fiscal impact associated with this direction.

## **OPTIONS**

1. Direct staff to prepare legislation to amend Council’s rules of procedure and the Bellevue City Code concerning meeting day and/or frequency of meetings for consideration and action at a future meeting.
2. Do not direct staff to prepare legislation and provide alternative direction to staff.

## **ATTACHMENTS**

N/A

## **AVAILABLE IN COUNCIL LIBRARY**

N/A