



AGENDA INFORMATION SHEET

DEPARTMENT: City Manager's Office

CM: Sara Hensley

DATE: July 16, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction on pending City Council requests for:

- 1) Request for a work session to reconsider proposed changes to the Two-Minute Pitch process.
[Estimated Presentation/Discussion Time: 30 minutes]

BACKGROUND

On June 23 and 24, 2023, Council conducted its annual retreat where discussions focused on governance challenges and policy development. During the retreat, Council discussed options to improve the current 2-minute pitch process (as outlined in Section 2-30 of the Code of Ordinances), specifically focusing on the current allowance within the code for a policy recommendation to proceed directly from a pitch to consideration of a resolution or ordinance without first being discussed in a work session. Council gave direction to modify the pitch process so that a supermajority of the City Council must provide direction for any 2-minute policy pitch to proceed directly from a pitch to consideration of a resolution or ordinance. The attached ordinance reflects this change in Section 2-30(c)(3) (**Exhibit 2**).

Staff will review one outstanding request for information per elected official during each work session. The weekly work session process will include staff introducing the requested topic followed by the requesting elected official having up to two minutes to describe and justify their request. The remaining elected officials will then have up to one minute to provide feedback and indicate their support for the use of staff time to respond to the request. Staff will respond to all requests where a consensus of at least four elected officials is established. To the extent possible, responses will be provided in the requested format including Informal Staff Reports, Legal Status Reports, City Council work session topics, or ordinances and resolutions to be considered on future City Council agendas. The Agenda Committee will assist in scheduling items receiving consensus based upon priority offered by Council Members, work session availability, and readiness of the item depending upon the total number of staff hours needed to develop, and the departments involved.

As guidelines for Council Members to note and offer their priority while supporting an item, the following general categorization could indicate any Council Member's support to assist staff and the Agenda Committee. The following considers the item's perceived urgency, impact, and/or importance. It is a general framework only to help offer some prioritization, especially in consideration of other scheduled Council priorities, major goals and projects, and scheduled work.

- **High** – Time sensitivity of the item is significant; the item is critical to the community or organization; and/or the item is of such importance that it should take precedence over other scheduled priorities, projects, or items.

- **Moderate** – The item is somewhat time-sensitive; the item has a valuable impact to the community or organization; and/or the item is important but should be integrated into work plans accordingly.
- **Low** – The item is not time-sensitive; the item has an impact, but it is limited; and/or the item should be scheduled into work plans where possible but should not affect or delay other scheduled work.

The following items will be discussed during this work session:

1.) Request for a work session to reconsider proposed changes to the Two-Minute Pitch process.

- Requestor:** Council Member Byrd
- Council Member Request:** “I would like to pitch that we reconsider the revised Two-Minute Pitch proposal.”
- Staff information:** During the 2024 City Council retreat, staff proposed changes to the Two-Minute Pitch process that would increase engagement of the community through the elevation of involvement of boards and commissions and ensure budget alignment. There was not consensus to move forward with the proposed process. If City Council wishes to move forward with this request, staff will prepare a future Work Session item.
- Date Requested:** July 2, 2024
- Format for response:** Work Session

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Ordinance No. 23-1431

Exhibit 3 – Presentation

Respectfully Submitted:
Carlotta Cowan
Assistant to the City Manager