



## AGENDA MEMORANDUM

*City Manager*

---

City Council Town Hall Workshop Date: June 3, 2025

**To:** City Council  
**From:** Dana A. Souza, City Manager  
**Date:** May 26, 2025

---

**SUBJECT:** City Council Meeting Agenda Discussion

**BACKGROUND:**

Mayor Miller would like to discuss proposed changes to the City Council's typical regular meeting agenda. The proposed changes are based on the following three objectives list objectives.

1. Facilitate Citizen Participation.
2. Accelerate the Legislative Process.
3. Shorten the length of City Council meetings.

Change the structure of regular (first) monthly council meetings (meetings already scheduled) to the following:

- Call to order, invocation, pledge, roll call and agenda set
- Planning Commission report
- Public comments
- Proclamations and presentations (each speaker limited to 15 minutes)
- Second readings and hearings (some meetings may include 1<sup>st</sup> readings)
- Draft legislation discussion
- Committees, boards and commissions
- Old business
- New business
- First readings
- Consent agenda
- Information items
- General council discussion (incorporating comments, future agenda items and general discussion)
- City manager and city attorney reports
- Public comments

*Sanibel is and shall remain a barrier island sanctuary*

Additionally, as discussed previously with the City Council, Mayor Miller proposes to Institute a second monthly City Council meeting, but with limited agenda as follows:

- Call to order, pledge, roll call and agenda set
- Public comments (time limited)
- Proclamations and presentations (not more than two presentations and each speaker limited to 15 minutes)
- First readings (some meetings may include 1<sup>st</sup> readings)
- Draft legislation discussion
- General council discussion (incorporating comments, future agenda items and general discussion)
- City manager report
- Public comments

The proposed dates for the additional City Council meetings are:

- June 12 – Immediately following the conclusion of the budget workshop. The budget workshop begins at 1 pm. Time needed for an executive session.
- July 30 (Wednesday) – 9 am.
- September 25 (Thursday) – 9 am – A budget workshop is scheduled the same day beginning at 5:30 pm.
- October 22 (Wednesday) – 9 am.
- November 19 (Wednesday) – 9 am.
- December 17 (Wednesday) – 9 am.

The City Clerk sent the above proposed meeting dates/times to City Councilmembers on 5/28/2025 for consideration. Should there be no agenda items for the second meeting of any given month, the City Council will have the option to cancel the meeting.

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Discussion and direction.

*Sanibel is and shall remain a barrier island sanctuary*