



## CITY OF DUNWOODY

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# MEMORANDUM

To: Honorable Mayor and City Council

From: Sharon Lowery, City Clerk

Date: September 21, 2009

Subject: **City Council Meeting Schedule**

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During the August 17<sup>th</sup> work session Council was presented with two options for adjusting the meeting schedule, based on Council comment that there is a need for more time for them to review the agenda and supporting documentation prior to a Monday night meeting. Michael Lockett was present at the August meeting and presented the option of utilizing Sharepoint software to assist the Council in passing draft document revision between the Council. At the conclusion of the discussion staff committed to considering other alternatives and bringing them back before Council. Tonight we present two additional options for your consideration.

### OPTION A

- City Council voting meetings the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month beginning at 7 P.M. with one of the meetings to include a follow-up Work Session.

### OPTION B

- City Council voting meetings the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month beginning at 7 P.M., both meetings followed immediately by a Work Session.

These options afford additional time to review all agenda documentation and a two week period between all meetings.

The following flow chart depicts the timeline for delivery of all agenda documentation.

