

Staff Supported Meetings

Staff supported public meetings (i.e. Town Halls), which are open to the general public, provide Council members the opportunity to discuss Council priorities and City issues and receive feedback from citizens. The meeting format allows for discussion of topics of citizen's interest and concern. If a Council member would like to have a staff supported meeting, contact a member of the Office of Constituent Services Team for assistance. The Office of Constituent Services will provide the following services for up to four meetings per year for each Council member:

- Work with Council members to identify agenda topics
- Reserve venue
- Distribute invitations
- Coordinate the building and equipment set-up
- Coordinate refreshments if needed
- Arrange staff presentations on agenda items
- Provide Administrative support at the meeting event

During election years, staff supported meetings and events are suspended from July 1 through the day of the election.