



CITY COUNCIL AGENDA REPORT

Meeting Date: February 5, 2026

From: Jeremy Dennis, City Manager

Subject: Discussion and Adoption for Agenda Setting and Placement of Items on Council Agendas

Recommendation

Staff recommend that the City Council adopt a policy that formalizes the Council's agenda setting process.

Background

The City Council has utilized informal tools to determine the agendas for future council meetings and the placement of items on future agendas at the request of councilmembers.

Current practice has been to share the agenda with the Mayor prior to the next council meeting. Any changes to the agenda directed by the Mayor typically aim to ensure that each meeting is appropriately scheduled and balanced in terms of content and duration, along with other relevant recommendations. There is no current practice associated with councilmembers requesting future items on an agenda.

During a recent discussion regarding broader Council roles, the Council discussed new processes for both of these actions.

Discussion

Agenda Setting – staff recommends two potential approaches to future agenda setting:

- a. The Mayor and the Vice Mayor meet with staff and provide their collective feedback on the next agenda
- b. The Mayor, Vice Mayor and City Manager meet and determine collectively the placement of items on the next agenda

Placement of Items on Future Agendas – staff recommend that at the end of each meeting, a line item called "Future Agenda Items" be discussed. At this time, the Mayor will call for future agenda items. If two members of the Council approve, staff will produce materials for a future meeting. The City Manager's Office will determine the best time to recommend bringing the item forward, depending on resources and other factors.

Fiscal Impact

Adopting either policy has no fiscal impact.

A handwritten signature in cursive script that reads "Jeremy Dennis".

Jeremy Dennis, City Manager