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## City Council Agenda Information

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**To:** Mayor Miller and City Council

**From:** Stephanie Fricke, City Recorder

**Date:** December 29, 2025

**Subject:** Consideration and Approval of Policy for Submission Process and Deadline for City Council Agenda Items.

**Summary: City Recorder is recommending approval of the City Council Agenda Submission Policy**

The City Council Agenda Submission Policy is a policy establishing a submission process and deadline. This will aid in legal compliance, enhance transparency, improve meeting efficiency, and allow both staff and council members adequate time to prepare. It supports good governance and strengthens the reliability and professionalism of the City Council's legislative process.



# POLICY

## Submission Process and Deadline for City Council Agenda Items.

### 1. Purpose

The purpose of this policy is to establish consistent procedures and deadlines for submitting items to be placed on the City Council agenda. The policy ensures that all agenda materials are complete, accurate, legally compliant, and provided to the City Council and public in a timely manner.

### 2. Scope

This policy applies to:

- All City departments
- Elected and appointed officials
- Outside agencies or individuals requesting placement of an item on the agenda
- Any staff member preparing reports, presentations, or supporting documents for City Council consideration

### 3. Submission Deadline

All agenda item submissions must be received by the City Recorder's Office **no later than 5:00 p.m. on Thursday of the week prior to the scheduled City Council meeting.**

Items submitted after this deadline will be placed on the next available agenda unless classified as an emergency under Section 9 of this policy.

### 4. Required Documentation

Each agenda item must include the following materials at the time of submission (*With advance notice the City Recorder may help write resolutions, ordinances, and agreements as needed.*):

1. **Agenda Summary Sheet** (completed and signed by the submitting department)
2. **Staff Report** including:
  - Background and analysis
  - Fiscal impact statement
  - Recommendation(s)
  - Alternatives (if applicable)
3. **Supporting Attachments**, such as:
  - Contracts
  - Resolutions or ordinances
  - Maps, plans, or exhibits
  - Quotes, invoices, or financial documents
4. **Legal Review Sign-off**, when required
5. **Department Director Approval**

Items submitted without complete documentation will be returned to the originating department and may be deferred to a future meeting.

### 5. Internal Department Deadlines

Departments are encouraged to set internal deadlines earlier than the official deadline to allow:

- Adequate time for drafting
- Interdepartmental review
- Legal and financial review
- Director-level approval

These internal timelines should be communicated to all staff.

## **6. Review and Approval Process**

The City Recorder's Office will:

1. Review submissions for completeness and compliance with this policy.
2. Coordinate with the City Manager's Office to finalize agenda.
3. Prepare and distribute the full agenda packet to the City Council and post the agenda publicly in accordance with legal posting requirements.

The City Manager may modify agenda order or defer items as needed for operational efficiency, clarity, or preparedness.

## **7. Posting and Distribution**

Agendas will be publicly posted and distributed to the City Council in accordance with all applicable legal requirements (e.g., 48-hour regular meeting notice requirement).

Packets will include:

- Staff reports
- Supporting documents
- Presentations (if available)

## **8. Additions or Changes After the Deadline**

Changes to agenda materials after the submission deadline are strongly discouraged. If changes are unavoidable, revised materials must be submitted to the City Recorder's Office as soon as possible for review.

Late-addition items will only be considered when:

- There is a demonstrated need for immediate Council action
- Required materials are complete
- The City Manager approves the addition

## **9. Emergency Items**

An item may be added after the deadline or to a posted agenda only if it qualifies as an **emergency** as defined by applicable open meeting laws.

Emergency items may be added only when immediate action is required and delaying the matter would result in significant harm to the City or the public.

## **10. Responsibilities**

- **Submitting Departments** are responsible for preparing accurate, complete, and timely materials.
- **Department Directors** must ensure all submissions meet internal and external deadlines.
- **City Recorder** ensures compliance with posting requirements and manages agenda preparation, and determines item placement.
- **City Manager** with advice and consent of the Mayor has final approval for all items placed on the agenda.
- **City Attorney** reviews items requiring legal approval or involving potential risk.

## **11. Non-Compliance**

Failure to meet the deadline, provide complete documentation, or comply with this policy may result in:

- Deferral of the item to a later meeting
- Return of the item to the originating department
- Additional review requirements for future submissions

Repeated non-compliance will be reported to the City Manager for corrective action.

## **12. Policy Review**

This policy shall be reviewed periodically by the City Recorder's Office and City Manager's Office to ensure relevance, efficiency, and compliance with applicable state and local laws. Any amendment to this policy requires approval by the City Council.

Approval Date: \_\_\_\_\_